



Sul Ross State University

FACULTY HANDBOOK

**A Compilation of Faculty and Academic
Procedures and Information**



**September 1986
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FH 1.08 Faculty Governance and Councils (Please refer to *Administrative Policy and Procedure Manual* [Chapter 1.08](#)).

FH 1.09 External Councils and Committees (Please refer to *Administrative Policy and Procedure Manual* [Chapter 1.09](#)).

FH 1.10 Center for Big Bend Studies: History, Objectives, and Administration (Please refer to *Administrative Policy and Procedure Manual* [Chapter 1.10](#)).

FH 1.11 Statement of Governance (Please refer to *Administrative Policy and Procedure Manual* [Chapter 1.11](#)).

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SRSU Policy: The Board of Regents and Faculty Policies

SRSU Policy ID: FH 2.01

Policy Reviewed by: Director of Administration

Approval Authority: President of the University

Approval Date: July 11, 2017

Next Review Date: July 11, 2022

The Board of Regents, Texas State University System, is solely responsible for formulating the operating policies for each of the institutions under its jurisdiction. In formulating policies which directly relate to rights and responsibilities of faculty, the Board normally considers the suggestions, advice, and recommendations of many constituent bodies (the Texas Higher Education Coordinating Board, the accrediting associations, faculty councils and organizations, Association of State Colleges and Universities, to name a few), subject to the laws of the State of Texas.

The Board of Regents does not officially endorse any program or statement of principles issued by any of the constituent bodies. Such statements will be considered official when incorporated in whole or in part within the general policies set forth and formally adopted publications of the Board of Regents.

The Board desires to promulgate only those policies which will ensure the soundest possible operation of, and promote the greatest degree of harmony and stability within, the university communities. For that reason, the chief administrator on each campus is charged with the responsibility of adapting the general policies to the particular character and setting of his or her institution, but all such adaptations, if any, are subject to the approval of the Board of Regents.

The Board believes that each faculty member, upon accepting a teaching appointment, not only is entitled to certain rights as specified in the *Rules and Regulations, Texas State University System* and in this *Handbook*, but that he or she also assumes specific responsibilities to his or her students, his or her colleagues, and his or her university.

Further, it is believed that only through a fair and equitable balance of rights and responsibilities will the professional development of the faculty member be assured and the integrity of the institution be enhanced.

The universities under the Board of Regents, Texas State University System essentially and philosophically are dedicated to quality instructional programs. Thus, the fundamental rights and responsibilities of faculty should be those related to and concerned primarily with competent teaching and research. Emphasis should be placed upon instruction, even though the Board recognizes that research not only advances knowledge but also provides an added basis for sound teaching. In sum, a faculty member is first and foremost a teacher within his or her field of specialization but is expected to maintain currency in his or her field through research and scholarship.

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SRSU Policy: Employment and Status Requirements for Faculty

SRSU Policy ID: FH 2.02

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: July 19, 2013

Next Review Date: July 19, 2018

In accordance with the Board of Regents of the Texas State University System's desire "to maintain learned faculties who, by precept and example, will instruct and inspire their students and reflect credit upon the Component" universities (Section 4.11 of *Rules and Regulations, Texas State University System*), Sul Ross State University requires the following for faculty employment and status:

A. Employment Requirements

Faculty may be employed under one of six categories. The initial appointment of a faculty member to an academic rank will adhere to the following criteria:

Faculty Ranks

1. Professor

The earned terminal degree in one's field or equivalent, a minimum of five years at the rank of Associate Professor, and a minimum of ten years' teaching experience at the college or university level or the equivalent as defined by the academic department are required. In addition, faculty considered for this rank must demonstrate teaching excellence, dedication to and growth in the profession, and scholarship or performing artistry.

2. Associate Professor

The earned terminal degree in one's field or equivalent and a minimum of five years at the rank of Assistant Professor are required.

3. Assistant Professor

The earned terminal degree in one's field or equivalent is required for appointment to the rank of Assistant Professor.

4. Instructor

The master's degree with a major in the appropriate teaching field is required for appointment to the rank of instructor. This is the lowest tenure-track rank.

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5. Lecturer

The rank of Lecturer is for a temporary, non-tenure-track position implying no obligation beyond the designated term specified in the appointment letter. Employment is based on departmental needs.

6. Terminal Degree Equivalency

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be documented and justified in writing by the appropriate departmental chair, college dean, and the Executive Vice President and Provost. Such documentation and justification will be a part of the individual's permanent file.

B. English-Language Proficiency

Texas Education Code Policy

As an institution of higher education in the State of Texas, Sul Ross State University is required to certify upon hiring that all faculty members, both part-time and full-time, are proficient in the English language, in compliance with *HB 638 Texas Education Code*, Section 51.917.

Section 51.917 FACULTY MEMBERS; USE OF ENGLISH of the *Texas Education Code* reads, in part, as follows:

- (1) "Faculty member means a person who teaches a course offered for academic credit by an institution of higher education, including teaching assistants, instructors, lab assistants, research assistants, lecturers, assistant professors, associate professors, and full professors."
- (2) "The governing board of each institution of higher education shall establish a program or a short course the purpose of which is to:
 - (a) assist faculty members whose primary language is not English to become proficient in the use of English; and
 - (b) ensure that courses offered for credit at the institution are taught in the English language and that all faculty members are proficient in the use of the English language

In addition, Section 51.917 states that

- (c) "A faculty member may use a foreign language to conduct foreign language courses designed to be taught in a foreign language.

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- (d) This section does not prohibit a faculty member from providing individual assistance during course instruction to a non-English-speaking student in the native language of the student."

Procedure for Proficiency Certification

It is the responsibility of academic deans and department chairs to assess and certify the English proficiency of all faculty, according to the following procedure:

- (1) The chair of the department from which the employment recommendation originates shall provide to the appropriate college dean a written statement that the person being recommended for employment has been assessed for English-language proficiency. The following template may be used:

"I have assessed the proficiency of _____ in using English to instruct students in courses or laboratories that he [or she] conducts for this department and have found that he [or she] can clearly express himself [or herself] in the English language and is qualified to fulfill his [or her] teaching assignment."

This assessment may be made by observing an applicant's English proficiency in personal conversation, in departmental interviews, or in any oral presentations required for the application or by any other method, such as testing, that the departmental chair or the college dean deems necessary, in accordance with Section 51.917.

- (2) Each written recommendation for the employment of both full-time and part-time faculty will bear a certification from the appropriate college dean director that that the English-language proficiency of the person being recommended has been evaluated and that the person is qualified to fill the vacant position.

Program for Lack of Proficiency

As specified above, Section 51.917 of the *Texas Education Code* requires that "The governing board of each institution of higher education shall establish a program or a short course the purpose of which is to: (1) assist faculty members whose primary language is not English to become proficient in the use of English; and (2) ensure . . . that all faculty members are proficient in the use of the English language, as determined by a satisfactory grade on the 'Test of Spoken English' of the Educational Testing Service or a similar test approved by the board."

Should it be determined by the appropriate college dean and departmental chair that a prospective faculty member not be in compliance with the requirement for English-language proficiency, the college dean or departmental chair may require that the prospective faculty member prove his or her language proficiency by one of the testing

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methods specified in Section 51.917 before the proficiency certification described above is completed.

In accordance with Section 51.917, the prospective faculty member shall bear the cost of testing.

C. Graduate Faculty Status

The Graduate Faculty is involved in the University's graduate program at Sul Ross State University through graduate teaching, by directing or administering graduate work, by doing research, or by making other direct and substantial contributions to the graduate program.

Criteria for Membership on the Graduate Faculty

Membership on the Graduate Faculty at Sul Ross State University represents recognition of the individual members as professionals in their disciplines who possess high degrees of competence and who are respected for their capabilities. In working with graduate students they are expected to demonstrate through effective teaching and professional conduct an appreciation for high standards of scholarship, a commitment to qualitative practices, and an appreciation for learning at the highest levels.

Graduate Faculty members are approved by the President based on the recommendations of the Executive Vice President and Provost and the Graduate Council. The Graduate Council will consider faculty members for approval to the Graduate Faculty who are recommended in writing to that body by their respective department chairperson and college dean.

There are two categories of membership on the Graduate Faculty: Full Graduate Faculty and Associate Graduate Faculty. The requirements for admissions and being retained on the Graduate Faculty are listed under each category.

1. Full Graduate Faculty

- a) Faculty members appointed to full graduate faculty status must possess terminal degrees or the equivalent in their professional discipline, must be full-time employees of the University or hold status as emeritus faculty, and must teach at least one graduate level course (not including arranged or independent study course) in a degree program during a two-year period.
- b) Faculty members appointed to full graduate status also must demonstrate satisfactory performance in at least one of the following:

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- (1) Substantial participation with demonstrated competence in a graduate degree program in an academic department or division of the University as demonstrated in the teaching of graduate level courses, serving as an advisor to graduate students, serving as a member of students' committees, and other functions which may be consistent with the graduate program and the needs of students and the academic department.
 - (2) Evidence of research competence or artistic creativity as exemplified by publications, works of art, professional experience, or other scholarly activities which are commonly recognized in the faculty member's discipline and by peers in the discipline.
- c) On an annual basis, the department chair will review with the members of the graduate faculty of the department the status of faculty not members of the graduate faculty. The chair will forward recommendations for additions to the college dean who will forward both the departmental recommendation and his or her recommendation to the Graduate Council. The Graduate Council will make recommendations to the Executive Vice President and Provost. If the Graduate Council recommends the rejection of a nomination, it must do so in writing with a statement of reasons. The concerned faculty member, chair, and college dean may appeal the decision to the Executive Vice President and Provost. The Vice President's decision will be final.

Faculty members who fail to maintain the requirements of full graduate faculty status as determined by the academic administrators in the departments or colleges in which they teach and by the Graduate Council shall have the right to be reconsidered for full membership at such time as they shall be judged again to be in compliance with the requirements.

2. Associate Graduate Faculty

- a) For admission to associate graduate faculty status, faculty members must be employees of the University who are expected by the departments of the University in which they teach to teach at least one graduate level course in a degree program within a three-year period.
- b) Faculty members appointed to associate graduate faculty status must present evidence of competence to teach graduate level courses by virtue of experience and/or scholarly and creative activity in their professional discipline.
- c) Appointments to associate graduate faculty status are made each semester and are not carried forward to subsequent semesters. Each

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semester, shortly after the twelfth class day, the deans of the colleges will submit recommendations, based on nominations by department chairs, to the Graduate Council of faculty members who are to be placed on the associate list for that semester. These recommendations will be considered by the Graduate Council and recommended by the council to the Executive Vice President and Provost. In the event of negative recommendations by the council, the same procedure will be followed to resolve them as in the case of nominations for full graduate-faculty status, with the decision of the Executive Vice President and Provost, if required, being final.

Under special circumstances, the Graduate Council can recommend that a faculty member who does not meet the above qualifications be allowed to teach graduate courses. A written request must come from the department chair stating why the request is being made and including the individual's qualifications. Such permission will be considered as valid until the next evaluation of the membership of the Graduate Faculty. Visiting faculty may be included on the Graduate Faculty.

D. Emeritus and Distinguished Emeritus Faculty

Procedures governing the recognition of emeritus and distinguished emeritus faculty are stated in the *Rules and Regulations, Texas State University System*, Chapter V, paragraph 4.94. Those procedures and requirements read as follows:

" *Emeritus* (or Distinguished *Emeritus*) Status. The President of each Component is authorized to bestow the following titles upon retired or retiring faculty:

(1) Professor *Emeritus*, Distinguished Professor *Emeritus*, or similar honorific titles, provided that the faculty member has served the Component, with distinction, at that rank at least ten years.

(2) Associate Professor *Emeritus*, provided that the faculty member has served the Component, with distinction, at that rank at least fifteen years.

Except for Regents' Professors and University Distinguished Professors, the conferring of *emeritus* status is not automatic upon retirement but shall be based upon individual distinction, exceptionally high quality service, and outstanding contributions to the Component which clearly demonstrate the individual's worthiness for the honor conferred."

FH 2.03 Disabilities Accommodation for Employment (Please refer to *Administrative Policy and Procedure Manual* [Chapter 5.17](#))

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SRSU Policy: Appointment of Faculty to Academic Ranks

SRSU Policy ID: FH 2.04

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: May 2, 2017

Next Review Date: May 2, 2022

The initial appointment of a faculty member to an academic rank will adhere to the following criteria:

A. Faculty Ranks

1. Professor

The earned terminal degree in one's field or equivalent, a minimum of five years at the rank of Associate Professor, and a minimum of ten years' teaching experience at the college or university level or the equivalent as defined by the academic department are required. In addition, faculty considered for this rank must demonstrate teaching excellence, dedication to and growth in the profession, and scholarship or performing artistry.

2. Associate Professor

The earned terminal degree in one's field or equivalent and a minimum of five years at the rank of Assistant Professor are required.

3. Assistant Professor

The earned terminal degree in one's field or equivalent is required for appointment to the rank of Assistant Professor.

4. Instructor

The master's degree with a major in the appropriate teaching field is required for appointment to the rank of instructor. This is the lowest tenure-track rank.

5. Lecturer

The rank of Lecturer is for a temporary, non-tenure-track position implying no obligation beyond the designated term specified in the appointment letter. Employment is based on departmental needs.

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6. Part Time Lecturer
7. Adjunct Faculty
8. Terminal Degree Equivalency

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be documented and justified in writing by the appropriate departmental chair, school dean, and the Executive Vice President and Provost. Such documentation and justification will be a part of the individual's permanent file.

B. General Qualifications and Criteria for Promotion

Promotion from one rank to another does not automatically occur when an individual's level of education and experience meet the minimum requirements for the next rank. Promotion is based on the requirements for each rank, General Qualifications and Criteria, and the recommendations of the appropriate University officials as outlined in the policy statement. The qualifications and criteria for promotion are as follows:

1. Effective Teaching

The primary criterion for promotion at Sul Ross State University is effective teaching as evidenced by the annual evaluation process. During the year that a faculty member has applied for promotion, both the dean and the department chairperson shall observe and evaluate the applicant's classroom teaching. The faculty member shall decide whether the observation is an actual visit to the classroom or based upon a video of the class room activity. If the video alternative is chosen, then it is the responsibility of the faculty member to make all of the arrangements for the videotaping.

2. Demonstrated scholarship and/or performing artistry.
3. Demonstrated ability to stay current in the appropriate academic field and to communicate knowledge in that field.
4. Cooperation with faculty, staff, and administration in fulfilling the mission of the University.
5. Productive service in University organizations such as faculty councils, University committees, student life, and honor societies.
6. Contributions to professional organizations in the appropriate academic field.
7. Active community service outside the University.

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C. Procedure for Promotion Recommendations

1. Deadlines.

The Faculty Affairs Council shall establish the deadline for each stage of the promotion review procedure in the spring semester for the following academic year. These dates shall be included in the University's academic calendar and announced at the first meeting of the Faculty Assembly in the fall semester.

2. Fall Semester Notice from the Executive Vice President and Provost.

At the start of the fall semester the Executive Vice President and Provost shall review the institutional needs to determine the number of promotions for each of the faculty ranks. The Provost shall inform the chairperson of the Faculty Affairs Council of the number of promotions available and the chairperson shall announce this number at the first meeting of the Faculty Assembly in the fall semester.

3. Application.

Faculty members must submit an application for promotion to the department chairperson by the second Friday in October.

4. Contents of the Application for Promotion.

The promotion application shall include the official application for promotion (see Appendix), a letter of application for promotion, a copy of the applicant's initial letter of appointment, a copy of the current *Curriculum Vita*, copies of the department chairperson's annual evaluations for the most recent three years, and summary sheets of the student course evaluations for the most recent three years. All recommendations from each level of the promotion review also shall be added to the promotion application as the application moves through the review procedure.

The application may also include other evidence of contributions to the fulfillment of the University's mission statement and the applicant's commitment to teaching and scholarship such as books, reprints or preprints of articles, scripts, scores, performance programs, as well as other scholarly work appropriate to the discipline.

It is the individual faculty member's responsibility to provide full documentation of the application. Faculty members who fail to document adequately their application may not append additional information after the review process has begun and may be denied promotion based upon insufficient documentation.

Such denial shall not prejudice consideration during future promotion consideration.

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5. Department.

The department chairperson shall convene the Department Promotion Committee to consider all applications for promotion in the department. This committee shall consist of the tenured faculty in the department. If there are fewer than three persons from the applicant's department or program qualified to serve on the departmental reviewing committee, a number of faculty members from outside the department sufficient to compose a departmental committee of three will be selected randomly by the dean of the academic college. Faculty members qualified to be chosen for membership on the departmental committee are faculty members with tenure within the college with the rank of Associate Professor or Professor. The applicant and the department chair may each veto the selection of one committee nominee selected through the random-selection process. However, if there is no department chair or if the chair is the applicant, the dean of the college and the applicant may each veto one nominee.

The committee shall elect its own chairperson. Faculty members may not serve on the Department Promotion Committee during the year in which they are being considered for promotion. The committee shall vote "for" or "against" promotion and shall rank all applicants within each academic rank.

The committee shall forward its recommendations and written justifications to the department chairperson. The department chairperson shall make a recommendation and notify the applicant of the departmental recommendations if requested by the applicant. The chairperson shall forward the complete application for promotion to the dean of the college by the second Friday in November. If the department chairperson is applying for promotion, then the Department Promotion Committee shall forward the candidate's promotion application directly to the dean by the above date.

6. College.

The dean shall convene the College Promotion Committee by the second Friday in December and provide all applications for promotion. The College Promotion Committee shall include the chairpersons from the various department promotion committees within the college. The College Promotion Committee shall elect its own chairperson. The committee shall review each application for promotion and vote "for" or "against" promotion for each applicant and rank all applicants within each academic rank. When the college review is complete, then the committee shall forward the applications to the dean.

7. Dean.

The dean shall make a recommendation and then notify the applicant of the school recommendations if requested by the applicant. The dean shall forward all applications for promotion to the chairperson of the Promotion and Tenure Review Council by the second Friday in February.

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8. Campus Review.

a. Alpine. The Promotion and Tenure Review Council shall review all applications for promotion from the Alpine campus and vote "for" or "against" promotion for each applicant and then rank all applicants within each academic rank. The recommendations shall be transmitted to the Joint Council on Academic Affairs by the Friday before Spring Break in March.

b. Del Rio-Eagle Pass-Uvalde. The Promotion and Tenure Review Council shall review all applications for promotion from the Del Rio-Eagle Pass-Uvalde campuses and vote "for" or "against" promotion for each applicant and then rank all applicants within each academic rank. The recommendations shall be transmitted to the Joint Council on Academic Affairs by the Friday before Spring Break in March.

9. University Review

a. The promotion recommendations from each campus Promotion and Tenure Review Council shall be transmitted to the Joint Council on Faculty Affairs, a joint council of the SRSU Faculty Governance Organizations. The Joint Council on Faculty Affairs shall be comprised of nine tenured faculty members with the rank of Professor from the Alpine and the Del Rio-Eagle Pass-Uvalde campuses. The Joint Council on Faculty Affairs shall receive and review the recommendations for promotion. Two-thirds of the membership shall be from the Alpine campus and one-third from the Del Rio-Eagle Pass-Uvalde campuses. The membership of the Joint Council on Faculty Affairs shall be appointed by the presiding officers of the SRSU Faculty Governance Organization.

b. The senior faculty member of the committee shall chair the committee.

c. The Joint Council on Academic Affairs shall transmit the recommendations to the Executive Vice President and Provost by the first Friday in April.

10. Executive Vice President and Provost.

The Executive Vice President and Provost shall review all applications for promotion and recommend either "for" or "against" promotion for each applicant and then rank all applicants within each academic rank. The Provost shall forward these recommendations to the President of the University by the last Friday in March. The Provost shall notify the applicant of these recommendations if requested by the applicant.

11. President.

The President shall review all applications for promotion, even ones that did not come forward with the recommendation of the Executive Vice President and Provost, and determine which promotions to recommend to the Board of Regents at their May meeting. The President shall notify all applicants, department chairpersons, and deans, the chairperson of the Promotion and Tenure Review Councils, and the Executive Vice President and Provost of these recommendations. Following action by the Board of Regents, the President shall give written notice to each applicant of the promotions made by the Board.

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D. Special Considerations

1. Withdrawing an application.

An applicant may withdraw an application for promotion at any time in the promotion review process.

2. Hearing Conditions.

A faculty member shall not be entitled to a statement of reasons for denial of promotion or to a hearing to review or appeal such denial, unless he or she submits in writing to the president factual allegations that the denial constitutes a violation of a right guaranteed by the laws or Constitution of the State of Texas or of the United States and requests an administrative hearing to review these allegations. The allegations shall be heard under the same procedures as in the case of dismissal for cause (Chapter V, Subsection 4.44 of the *Rules and Regulations, Texas State University System*) with the exceptions applicable to non-tenured faculty who are not reappointed (Chapter V, Subsection 4.28).

3. Promotion/Tenure Committees.

It is assumed that the various departmental and school committees shall be convened to review applications for promotion and tenure concurrently.

E. Return of Applications

When the promotion-review procedure is complete, the Executive Vice President and Provost shall forward all applications to the chairpersons of the Promotion and Tenure Review Councils, who shall return the applications to the applicants.

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SRSU Policy: Political and Legislative Influence by Employees

SRSU Policy ID: FH 2.05

Policy Reviewed by: Director of Administration

Approval Authority: President of the University

Approval Date: July 11, 2017

Next Review Date: July 11, 2022

The following excerpt from the General Appropriations Act, State Legislature, applies to all Sul Ross State University employees.

- A. None of the monies appropriated by Articles I, II, III, and IV of this Act, regardless of their source or character, shall be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent any official or employee of the state from furnishing to any member of the Legislature or committee upon request, or to any other state official or employee or to any citizen information in the hands of the employee or official not considered under law to be confidential information. Any action taken against an employee or official for supplying such information shall subject the person initiating the action to immediate dismissal from state employment.
- B. No funds under the control of any state agency or institution, including but not limited to state appropriated funds, may be used directly or indirectly to hire employees or in any way fund or support candidates for the legislative, executive, or judicial branches of government of the State of Texas or the government of the United States.
- C. None of the funds appropriated in this Act shall be expended in payment of the full or partial salary of any state employee who is also the paid lobbyist of any individual, firm, association or corporation.
- D. No employee of any state agency shall use any state-owned automobile except on official business of the state, and such employees are expressly prohibited from using such automobile in connection with any political campaign or any personal or recreational activity.
- E. None of the monies appropriated by this Act shall be paid to any official or employee who violates any of the provisions of this section.

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SRSU Policy: Tenure

SRSU Policy ID: FH 2.06

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: February 26, 2019

Next Review Date: May 2, 2022

Tenure must be viewed from the standpoint of the general good of the University. It signifies not only the entitlement to continuing appointment as a member of the faculty but also presumes a corresponding commitment by the faculty member to the goals and mission of the University and acceptance of the responsibilities as set forth in the *Rules and Regulations, Texas State University System*, in the *Faculty Handbook* of the University, and the statements by the American Association of University Professors on academic freedom, tenure, and due process.

A. Evaluation Procedure for Tenure

Employment by the University for the period of time required before tenure can be considered does not imply that a faculty member has met all criteria required for tenure. The faculty member must demonstrate, at the time tenure is considered, a significant contribution to the mission of the University during the probationary period and show potential for continued significant contributions to that mission.

1. Earned terminal degree.

The earned doctorate or designated terminal degree is a prerequisite to consideration for tenure. The only exception is in those instances in which the initial letter of appointment or a subsequent reappointment letter clearly waives the requirement of a terminal degree as an ultimate condition of eligibility for tenure consideration.

2. Regular evaluation.

Beginning with appointment to a tenure-track position, each non-tenured faculty member will be observed and evaluated in the classroom by the department chairperson and the college dean. The chairperson shall maintain the departmental file of these annual evaluations with a summary of the University-sponsored student evaluations along with anything else the faculty member may wish to submit.

3. Documented conferences.

After consultations with the tenured faculty, the chairperson shall hold a conference with the tenure-track faculty member and enter into the departmental file all notes from this conference. A copy of these notes shall be given to the faculty member. This process shall be repeated each successive spring semester until the probationary faculty member has been granted tenure. After the faculty

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member has been granted tenure, this process shall continue as part of the Performance Evaluation of Tenured Faculty Members.

4. Probationary Period.

The probationary period is six years from the date of employment indicated on the original letter of appointment. The letter of appointment to the seventh year shall state that the appointment is terminal or that tenure has been awarded.

5. Credit for previous experience.

A maximum of three years of credit toward fulfillment of the required probationary period may be awarded, at the time of employment, for previous college or university teaching experience. The initial letter of appointment shall indicate the years of credit awarded for previous college or university teaching experience as well as the date when the individual shall be considered for tenure.

6. Tenure at the time of employment.

Tenure may be granted at the time of employment in exceptional situations under the current provisions of the *Rules and Regulations* of the Board of Regents.

7. Leave of absence.

Time spent on leave of absence will not apply toward the minimum years of experience at Sul Ross State University which are required for eligibility for tenure.

B. Eligibility of Administrators for Tenure

1. Teach part-time.

An administrator who teaches part-time may be eligible for tenure in a department offering instruction for which that administrator is academically prepared. To become eligible for tenure, the administrator must have taught on a part-time basis for a period of time at least equivalent to that required for the granting of tenure to full-time faculty of the same academic rank.

2. Tenured position only in academic department.

A tenured appointment for an administrator will apply only for the faculty (teaching) position. The privilege of returning to a full-time teaching appointment with tenure will be contingent upon the availability of a full-time position in the appropriate academic department, and the decision for such a change will be at the discretion of the President and the Board of Regents.

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C. Procedure for Tenure

1. Deadlines.

The evaluation of faculty for tenure is an annual process which begins in the fall semester and continues into the spring semester. The exact dates for each stage of this evaluation process shall be established by the Faculty Affairs Council each spring semester and included in the University's academic calendar and announced at the first meeting of the Faculty Assembly in the fall semester.

2. Criteria.

In making recommendations for tenure, the faculty and administrative officers will consider a candidate's annual performance evaluations, along with the University's institutional needs, as well as the candidate's contributions and potential for continued contributions to the institution.

The tenure-review procedure is as follows:

a. Application.

The tenure-review process shall be initiated by the faculty member in the fall semester of the final year of the probationary period as indicated in the faculty member's initial appointment letter. By the second Friday in October, the candidate must present an application to the department chair.

b. Contents of the application for tenure.

The application for tenure shall include the official application for tenure (see Appendix), a letter of application for tenure, a copy of the applicant's initial letter of appointment, a copy of the current *Curriculum Vita*, copies of the department chairperson's annual evaluations for the most recent three years, and summary sheets of the student course evaluations for the most recent three years. All recommendations from each level of the tenure review procedure shall be added to the tenure application as the application moves through the review procedure.

The application may also include other evidence of contributions to the fulfillment of the University's mission statement and the applicant's commitment to teaching and scholarship such as books, reprints or preprints of articles, scripts, scores, performance programs and other scholarly work appropriate to the discipline.

It is the individual faculty member's responsibility to provide full documentation of the application. Faculty members who fail to document

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adequately their application may not append additional information after the review process has begun and may be denied tenure based upon insufficient documentation.

c. Department.

The department chairperson shall convene the Department Tenure Committee to consider all applications for tenure in the department. This committee shall consist of all of the tenured faculty in the department. If there are fewer than three persons from the applicant's department or program qualified to serve on the departmental reviewing committee, a number of faculty members from outside the department sufficient to compose a departmental committee of three will be selected randomly by the dean of the academic college. Faculty members qualified to be chosen for membership on the departmental committee are faculty members with tenure within the college with the rank of Associate Professor or Professor. The applicant and the department chair may each veto the selection of one committee nominee selected through the random selection process. However, if there is no department chair or if the chair is the applicant, the dean of the college and the applicant may each veto one nominee.

The committee shall elect its own chairperson. The committee shall vote "for" or "against" tenure and then return the application for tenure to the department chairperson.

The department chairperson shall make a recommendation and notify the applicant of the departmental recommendations if requested by the applicant. The chairperson shall forward the application to the dean of the college by the second Friday in November. If the department chairperson is applying for tenure, then the Department Tenure Committee shall forward the chairperson's application directly to the dean by the above date.

d. College.

The dean shall convene the College Tenure Promotion Committee by the second Friday in December and provide all applications for tenure. The College Tenure Committee shall include the chairpersons of the

Department Tenure Committees within the college. The committee shall elect its own chairperson. The committee shall review each application for tenure and vote "for" or "against" tenure for each applicant. When the college review is complete, then the committee shall return the applications to the college dean.

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e. Dean.

The college dean shall make a recommendation "for" or "against" tenure and then notify the applicant of the college recommendations if requested by the applicant. The dean shall forward all applications for tenure to the chairperson of the Promotion and Tenure Review Council by the second Friday in February.

f. Campus.

- i. Alpine. The Promotion and Tenure Review Council shall review all applications for tenure from the Alpine campus and vote "for" or "against" granting tenure to each applicant. The Promotion and Tenure Review Council shall rank all applicants. The recommendations shall be transmitted to the Joint Council on Academic Affairs by the Friday before Spring Break in March.
- ii. Del Rio-Eagle Pass-Uvalde. The Promotion and Tenure Review Council shall review all applications for tenure from the Del Rio-Eagle Pass-Uvalde campuses and vote "for" or "against" granting tenure to each applicant. The Promotion and Tenure Review Council shall rank all applicants. The recommendations shall be transmitted to the Joint Council on Academic Affairs by the Friday before Spring Break in March.

g. University Review.

- i. The tenure recommendations from each campus Promotion and Tenure Review Council shall be transmitted to the Joint Council on Faculty Affairs, a joint council of the SRSU Faculty Governance Organizations. The Joint Council on Faculty Affairs shall be comprised of nine tenured faculty members with the rank of Professor from the Alpine and the Del Rio-Eagle Pass-Uvalde campuses. The Joint Council on Faculty Affairs shall receive and review the recommendations. Two-thirds of the membership shall be from the Alpine campus and one-third from the Del Rio-Eagle Pass-Uvalde campuses. The membership of the Joint Council on Faculty Affairs shall be appointed by the presiding officers of the SRSU Faculty Governance Organizations.
- ii. The senior faculty member of the committee shall chair the committee.
- iii. The Joint Council on Faculty Affairs shall transmit the recommendations to the Executive Vice President and Provost by the first Friday in April.

h. Executive Vice President and Provost.

The Executive Vice President and Provost shall review all applications for tenure and recommend either "for" or "against" granting tenure to each applicant. The Executive Vice President and Provost shall forward the applications to the President by the second Friday in April. The Provost shall notify the applicant of the recommendation if requested by the applicant.

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i. President.

The President shall review all applications for tenure and determine who shall be recommended for tenure to the Board of Regents at their May meeting. The President shall notify all applicants, department chairpersons, and college deans, the chairperson of the Promotion and Tenure Review Councils, and the Executive Vice President and Provost of these recommendations. Following action by the Board of Regents, the President shall give written notice to each applicant of the action taken by the Board.

D. Special Considerations

1. Withdrawing an Application.

An applicant may withdraw an application for tenure at any time in the tenure-review procedure.

2. Hearing Conditions.

A faculty member shall not be entitled to a statement of reasons for denial of tenure or to a hearing to review or appeal such denial, unless he or she submits in writing to the president factual allegations that the denial constitutes a violation of a right guaranteed by the laws or Constitution of the State of Texas or of the United States and requests an administrative hearing to review these allegations. The allegations shall be heard under the same procedures as in the case of dismissal for cause (Chapter V, Subsection 4.444, of the *Rules and Regulations, Texas State University System*) with the exceptions applicable to non-tenured faculty who are not reappointed or who are denied tenure (Chapter V, Subsection 4.28).

3. Tenure/Promotion Committees.

It is assumed that the various departmental and college committees shall be convened to review applications for tenure and promotion concurrently.

E. Return of Tenure Applications

When the tenure-review procedure is complete, the Executive Vice President and Provost shall forward all applications to the chairperson of the Promotion and Tenure Review Councils, who shall return the applications to the applicants.

F. Deadline for Promotion/Tenure Review

The following timeline defines the deadlines for the promotion/tenure review process:

- 2nd Friday in October: Applications to department chairperson
- 2nd Friday in November: Applications from department to college dean
- 2nd Friday in December: Applications from deans to College Review Committees

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- 2nd Friday in February: Applications from college deans to University Promotion and Tenure Council
- Friday before Spring Break in March: Applications from College Promotion and Tenure Review Councils to the Joint Council on Faculty Affairs
- First Friday in April: Applications from the Joint Council on Faculty Affairs to the Executive Vice President and Provost
- Second Friday in April: Applications from the Executive Vice President and Provost to President
- May Meeting, Board of Regents: Recommendations to the Board of Regents

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SRSU Policy: Faculty Rights, Responsibilities, and Standards of Conduct

SRSU Policy ID: FH 2.07

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: July 25, 2017

Next Review Date: July 25, 2022

The Sul Ross State University policy concerning faculty rights, responsibilities, and standards of conduct conforms to the regulations set forth in *Rules and Regulations of the Texas State University System*.

A. Academic Freedom and Responsibility

Sul Ross State University adheres to the guidelines set forth by the *Texas State University System Rules and Regulations* of the Board of Regents (Chapter V, Section 4.7) applying to the classroom, research and publication, licenses and permits, speaking as a citizen, partisan political activities, and non-competitive use of employee-owned courseware. In all areas of endeavor, Sul Ross State University respects the indisputable rights to freedom of expression for all scholars in the university. The University supports the search for knowledge and truth, while recognizing that there is freedom to express opinions, as well. The degree to which one expresses opinions as a scholar, claiming sanctuary in the University, is a matter of academic responsibility. Overall, scholarly objectivity within and outside the classroom is the practice.

The following statements provide additional clarification of the standards for academic freedom to which the faculty at Sul Ross State University are held:

1. "The faculty member is entitled to freedom in research and in the publication of the results in accordance with responsible academic and professional practices" (*Rules and Regulations*, Section 4.72) and subject to the adequate performance of the faculty member's other academic duties.
2. "The faculty member is 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" (*Rules and Regulations*, Section 4.71).
3. "The faculty member is a citizen, a member of a learned profession, and an employee of an educational component supported by the State. When the faculty member speaks or writes as a citizen, the faculty member should be free from component censorship or discipline; but, the faculty member's special position in the community imposes special obligations. As a person of learning and a faculty member of a state funded educational component, the faculty member should remember that the public may judge his or her profession and component by his or her utterance. Hence, the faculty member should at all times be accurate,

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exercise appropriate restraint, and . . . show respect for the opinions of others" (*Rules and Regulations*, Section 4.74). At all times, the faculty member should make it plain that he or she is not a University representative.

4. The Board of Regents, Texas State University System, "recognizes and affirms a faculty member's right to participate in political activities as long as such political activities do not interfere with the discharge of the duties and responsibilities that a member of the faculty owes to the System or a Component or otherwise involve the System or a Component in partisan politics" (*Rules and Regulations*, Section 4.75). With the interest of the System or Sul Ross University being given first consideration, a leave of absence without pay may, but need not, be granted to a member of the faculty. "If a member of the faculty, who has not been granted a leave of absence, wishes to engage in political activity that interferes with the discharge of the duties and responsibilities that are owed to the System or a Component, the faculty member should voluntarily terminate employment with the Component" (*Rules and Regulations*, Section 4.75). If the faculty member's superior officer, such as the President or the Board, "finds that the faculty member's political activity interferes with the discharge of the duties and responsibilities that are owed to the System or a Component, the President or the Board shall terminate such faculty member's employment by the Component" (*Rules and Regulations*, Section 4.75).
5. Faculty members have the responsibility to provide reasonable notice of their intention to interrupt or terminate institutional services.
6. Faculty have the right to their intellectual property as outlined in the SRSU *Administrative Policy and Procedure Manual*, [Chapter 7.04](#).

B. Standards of Conduct

The *Rules and Regulations, Texas State University System*, prescribe general standards of conduct for all employees of the System. The standards, which are stated below, are found in Chapter V, section 2.4 and in Chapter VIII, Section 4.2 of the *Rules and Regulations, Texas State University System*.

1. No employee shall "accept any gift, favor or service that might reasonably tend to influence the employee in the discharge of official duties" [Chapter VIII, Section 4.2(1)].
2. 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" [Chapter VIII, Section 4.2(2)].
3. 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

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disclose confidential information acquired by reason of such employee's official position" [Chapter VIII, Section 4.2(3)].

4. No employee shall "disclose confidential information gained by reason of one's employment, or otherwise use such information for personal gain or benefit" [Chapter VIII, Section 4.2(4)].
5. 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 Board of Regents has reviewed the matter and determined no conflict of interest exists" [Chapter VIII, Section 4.2(5)].
6. No employee shall "make personal investments in any enterprise which could reasonably be expected to create a substantial conflict between the private interests of the employee and the public interests of his or her employer" [Chapter VIII, Section 4.2(6)].
7. No employee shall accept other employment which might "impair the employee's independence of judgment in the performance of public duties" [Chapter VIII, Section 4.2(3)].
8. 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 permitted by law" [Chapter VIII, Section 4.2(7)].
9. "No employee shall engage in any form of sexual harassment as defined by *Paragraph 4.4 of Chapter VII of [the Rules and Regulations, Texas State University System]*, or racial harassment as defined by *Paragraph 4.3 of Chapter VII of [the Rules and Regulations, Texas State University System]*. As prescribed in *Paragraph 4.43 of these Rules and Regulations*, any employee who violates these rules prohibiting sexual and racial harassment shall be subject to discipline and/or dismissal from employment" (Chapter V, Section 2.41).

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SRSU Policy: Faculty Workload Policy
SRSU Policy ID: FH 2.08
Policy Reviewed by: Executive Vice President and Provost
Approval Authority: President of the University
Approval Date: June 28, 2017
Next Review Date: June 28, 2022

The evaluation of faculty for promotions, salary increases, reappointments, and tenure shall include but not be limited to the duties described below. These duties are considered part of the normal workload of a member of the faculty.

The greater duties of a member of the faculty include:

- Teaching in the classroom, laboratory, or seminar.
- Studying, investigating, discovering, and creating.
- Performing curricular tasks auxiliary to teaching and research, e.g., serving on faculty committees, attending to administrative and disciplinary tasks and promoting diligence and honest work in the student body.
- Advising and counseling students.
- Beneficially influencing students and citizens in various extracurricular ways.

A. Normal Teaching Loads

The normal teaching load at Sul Ross State University for faculty members who are paid full-time from the budget item "Faculty Salaries" shall be four lecture courses or the equivalent of twelve semester-credit hours of instruction in organized classes each long semester or an average of twelve semester-credit hours per long-term semester over the nine months of the academic year.

The normal teaching loads for faculty members at Sul Ross State University are determined in accordance with the following criteria:

1. One semester credit hour in an organized class is equal to one semester credit workload hour.
 - a. An organized class is an institutionally-approved course, having specific objectives in terms of subject matter coverage and student development, which meets as a group at regularly scheduled times in a classroom, laboratory, or field location. Organized classes include lectures, laboratories, seminars, and interactive video group television instruction.
 - b. The number of semester workload credit hours for each organized class equals the semester credit hour value of the course.

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2. Individual Instruction. Except for supervised practica and internships, private lessons in music, student teaching, and thesis courses, individual instruction enrollments are not included in the normal faculty workloads. Responsibility for individual instruction enrollments is assumed by the faculty in addition to normal workloads.
 - a. An individual instruction course is one in which guided learning is provided on a one-to-one basis by the instructor to the student, regularly or irregularly scheduled, in which the student, through individual lessons, specific projects, or research problems, gains new knowledge of special value. These courses include arranged reading and research, individual studies, private lessons, and self-paced instruction.

The semester-credit workload hour equivalent in supervised student teaching is three semester credit hours for supervising from four to six student teachers in a semester.
 - b. An enrollment of nine or more students in private lessons in music is equal to a faculty workload of three semester-credit hours.
 - c. Any graduate faculty member having three or more graduate students enrolled in any combination of 6301 and/or 6302 during the fall or spring semester and under his or her direct supervision will be entitled to three hours workload credit. No students shall be counted more than twice for this purpose – one enrollment each in 6301 and 6302.

B. Adjustments and Exceptions to the Normal Teaching Loads

1. Workload assignments are primarily the responsibility of the chairs of the academic departments. The chairs must ensure that the workloads of faculty within their departments are equitable and reasonable. This must include the cumulative total of classroom and laboratory instruction, academic advising, committee membership, guidance of student organizations, research, and service to the public. Instructional loads should also take into account such things as number of preparations, number of students taught, the nature of the subject, and the help available from secretaries and teaching assistants. The chairs are accountable to the college deans and the deans to the Executive Vice President and Provost for ensuring compliance with the provisions of this policy.
2. Changes in the normal workload are recommended by the department chair, approved by the college dean and reported to the Executive Vice President and Provost.

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3. The Executive Vice President and Provost is responsible for reviewing the departmental assignments, monitoring compliance, providing reports to the President, and submitting the Faculty Report to the Coordinating Board each semester in compliance with Coordinating Board Regulations.
4. Instructors in an organized class which is team taught will proportionally share the semester workload hours allowed for that class according to the distribution of responsibilities.
5. The semester credit workload hour equivalent in laboratory sections in agriculture, science, and foreign language and in activity classes in physical education is one-half hour per contact hour, but in no case shall the workload exceed the semester credit hours given for the class or laboratory.
6. Instructors who teach ensemble classes in music will be credited with two semester-credit workload hours for each ensemble taught.
7. The normal teaching load for a department chair shall be nine semester-credit workload hours each long semester. Workloads for chairs in the summer terms will be based on course needs and funding.
8. Each college dean will teach at least three semester credit hours each long semester and summer.
9. Faculty members, department chairs, and college deans may be required to exceed the normal workload policy from time to time, and nothing in this policy should be considered to prohibit the administration from making this requirement.

C. Scholarly and Artistic Endeavor

Each faculty member is expected to be active in scholarly activities or artistic endeavors.

1. Scholarly activities include but are not limited to involvement in basic and applied research, writing and publication, and presentations to professional and learned societies.
2. Artistic endeavors include but are not limited to involvement in musical and theatrical performances, art exhibits or shows, creative writing, composition of music, writing scripts, and participation in related projects.

D. Professional Growth and Activities

Professional growth and participation in professional activities are required of all members of the faculty. Professional growth and professional activities include but are not limited to attendance at professional meetings, holding office in professional

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organizations, service on professional committees, participation in workshops, seminars, and courses, and self-study.

E. Participation in Non-Teaching Activities

Participation in non-teaching activities includes such activities as University service, advising of students, and public service.

1. University service includes but is not limited to committee service, recruitment, curriculum development, orientation, registration, commencement, and development of grant proposals.
2. Advising and counseling of students includes but is not limited to academic advising, preparation of degree plans, scheduling of classes, career counseling, and referral to appropriate University or community services. This category also includes advising and sponsoring student organizations.
3. Public service includes but is not limited to service to schools, government agencies, private enterprise, and the community for which the faculty member receives no remuneration.

F. Responsibility for Implementing and Reporting

1. Workload assignments are primarily the responsibility of the chairs of the academic departments. The chairs must ensure that the workloads of faculty members within their departments are equitable and reasonable. This must include the cumulative total of classroom and laboratory instruction, academic advising, committee membership, guidance of student organizations, research, and service to the public. Instructional loads should also take into account such things as number of preparations, number of students taught, the nature of the subject, and the help available from secretaries and teaching assistants. The chairs and members of the faculty must agree upon the workload and weights of various responsibilities and designate these on the Faculty Evaluation Form FE-4 at the beginning of each academic year. The chairs are accountable to their respective college deans.
2. Reductions in the normal workload are recommended by the department chair, approved by the college dean, and reported to the Executive Vice President and Provost.
3. The Executive Vice President and Provost is responsible for reviewing the departmental assignments, monitoring compliance, providing reports to the President, and submitting the Faculty Report to the Coordinating Board each long semester in compliance with Coordinating Board Regulations.

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4. The President will provide reports as may be required to the Board of Regents, Texas State University System, and other state agencies.

G. Policy on Independent Study and Arrangement Courses

1. This policy will apply to those classes which are not classified as organized classes in which students earn semester hour credit under designations which do not require regular attendance in classroom settings with other students of at least 42 clock hours during a semester or term. A faculty member shall not teach more than one independent study or arranged course per semester. This policy does not apply to an internship, a practicum, individual instruction in music, student teaching, or these courses.
2. When the creation of such a course section as defined in paragraph one is desired, the proposing faculty member must prepare and submit to the chair of the department an outline of study which details the work to be done by the student. This outline of study should include a description of resources to be used by the student, the activities in which the student will engage during the course, and the measures by which the student will be evaluated at the conclusion of the course. In the case of regularly organized courses being taught under an arranged designation, the proposing faculty member should also address in the outline of study the ways in which the normal classroom activities will be replaced in the arranged course.

The proposing faculty member and the student must sign the proposal form, with the signed copy forwarded to the department chair prior to the 12th class day (or

4 class day in summer). The Independent Study/Arrangement Courses form is located in the Appendix.

3. The department chair shall ensure that the proposed course will meet departmental standards and advance the mission of the department. Upon receipt, the department chair shall forward the signed copy to the dean of the college.
4. The dean of the college shall review the proposal to ensure uniform compliance with the Policy on Independent Study and Arrangement Courses.

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SRSU Policy: Outside Employment

SRSU Policy ID: FH 2.09

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: July 9, 2013

Next Review Date: July 9, 2018

Sul Ross State University does not have a policy on outside employment aside from the guidelines on outside employment which appear in the *Rules and Regulations, Texas State University System*.

The statement on Outside Employment is printed in the *Rules and Regulations, Texas State University System*, Chapter V, Section 4.83, and is as follows:

Consultative or Advisory Employment:

Faculty members of component universities "should not be discouraged from accepting appropriate appointments of a consultative or advisory capacity with governmental agencies, industry, or other educational institutions as long as such activities do not conflict with the individual's work at the Component. The consideration to the System of such activity is the improvement of the individual through contact with the nonacademic world. Faculty members should be discouraged from accepting regular employment outside the Component because such does not directly benefit the Component as indicated herein" (*Rules and Regulations*, Chapter V, Section 4.831).

Conflict of Interest:

"Conflict of interest should be avoided in all instances of outside employment. Conflict of interest means any outside activity which intrudes upon the faculty member's responsibility" to the University (*Rules and Regulations*, Chapter V, Section 4.832; See also Section 2.4, Chapter V, *Rules and Regulations, Texas State University System* and Chapter VIII, Ethics Code).

No member of the faculty shall accept employment or any position of responsibility if the discharge of such employment or responsibility will be antagonistic to the interests of the State of Texas or the System or any of its component universities.

"Every member of the faculty who gives professional opinions must protect the System and its Components against the use of such opinions for advertising purposes. That is, when work is done in a private capacity, the faculty member must make it clear to the employer that such work is unofficial and that, absent the President's prior approval, the name of the System and its Components are not in any way to be connected with the faculty member's name. 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

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council, committee, or board of directors" (*Rules and Regulations*, Chapter V, Section 4.834).

Use of University Facilities:

"No member of the faculty engaged in outside remunerative activities shall use in connection therewith the official stationery, supplies, equipment, personnel services, or other resources of the System or any of its Component universities. Nor shall such member of the faculty accept pay from private persons or corporations for tests, essays, chemical analysis, computer programming, bacteriological examinations, or other work of a routine character which involves the use of property owned by the System or its Components" (*Rules and Regulations*, Chapter V, Section 4.833).

Reporting and Approval Requirements:

"Any faculty member who seeks to engage in remunerative employment or consulting outside of his or her primary employment relationship with the Component, shall notify and obtain written permission from the head of his or her department before beginning such outside employment or consulting. If his or her department head determines that the employment or consulting serves a public purpose and does not unreasonably interfere or conflict with the faculty member's obligations or duties to the Component, the department head may authorize the employment or consulting" (*Rules and Regulations*, Chapter V, Section 4.836).

No member of the full-time faculty of the System employed on a twelve-month or nine-month basis 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 the Executive Vice President and Provost. The Outside Employment form is located in the Appendix.

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SRSU Policy: University Policy on Faculty Absences

SRSU Policy ID: FH 2.10

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: July 19, 2013

Next Review Date: July 19, 2018

The policy on faculty absences of Sul Ross State University is in consonance with the *Rules and Regulations, Texas State University System*, Chapter V, Sections 2.5 and 4.82.

A. Regents' Policy

The President of each university shall adopt policies and guidelines covering the authorized absences for all faculty and staff employees, including administrative officers. Such policies and guidelines shall be in accordance with the provisions of current statutes and the *Rules and Regulations, Texas State University System*. A leave of absence granted to a faculty or staff employee by the President of the University under the provisions of this subsection shall not modify in any way the employment status of the employee as defined in Chapter V, Sections 1-5, of the *Rules and Regulations, Texas State University System*, unless such modifications in status are approved in advance by the Board of Regents. Unless approved in advance by the Board, upon expiration of the leave the employee shall return to the same job classification, pay benefits, and seniority and under the same conditions of employment as he or she held prior to the leave.

B. Military Leave and Leave for Volunteer Firemen

Under the provisions of the State Appropriations Act, a leave of absence with full pay shall be provided upon request to any employee who is called to active duty with the National Guard by the Governor of Texas.

Employees of the university who are volunteer firemen shall also be granted a leave of absence with full pay to attend training schools conducted by state agencies provided such leave does not exceed five working days in any one fiscal year. The leave of absence shall not be charged against the employee's vacation or sick-leave privileges provided by State law.

An employee called to active duty during a national emergency by a reserve branch of the United States Armed Forces shall have a leave of absence. The employee shall accrue state service credit while on such leave but does not accrue vacation time or sick leave. The employee retains any accrued sick or vacation leave and will be credited with these leave balances upon his or her return.

Under the provisions of Article 5765, Section 7, *Vernon's Texas Civil Statutes*, all employees who are members of the State Military Forces or members of any other Reserve Components of the Armed Forces shall be entitled to leave of absence from

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their respective duties without loss of time or efficiency rating or loss of vacation time or salary on all days during which they shall be engaged in authorized training or duty ordered or authorized by proper authority, for not to exceed fifteen days in any one calendar year.

C. Jury Duty

Any university employee may be granted leave with pay on regular work days to perform jury duty. The leave of absence will not be charged against accrued vacation or sick leave. The employee shall not be required to account to the university for any compensation received for jury service.

In no case shall leave with pay be granted in personal litigation unless such actions are the result of an act performed by the employee as part of his or her official duty as an employee of the university.

D. Authorized Absences

The criteria for authorized absences are found in the *Rules and Regulations, Texas State University System*, Chapter 5, Section 4.821. Generally, those criteria are as follows: a faculty member employed by a university under the governance of the Board of Regents, Texas State University System, has a binding obligation "to discharge faithfully instructional duties and other responsibilities associated with faculty appointment." Faculty members, teaching assistants, research assistants, and laboratory instructors are required to meet all scheduled classes. Absences from classes will be authorized only under the following conditions:

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 administrative officers, "attendance at such a meeting would contribute to the improvement of teaching or scholarship" at the University [*Rules and Regulations*, Chapter V, Section 4.821(1)].

2. Personal or Immediate Family Illness

Sick leave absences from classes are 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 is defined as those individuals related by kinship, 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. The faculty member is obligated to notify the department chairperson or head as early as possible so that the latter may

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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. The "Application for Faculty Absence" form is located in the Appendix.

3. Family Emergencies

A faculty member is authorized to be absent from classes in cases of severe illness of immediate family members; for the purpose of attending the funerals of the faculty member's spouse or of the faculty member's or spouse's parents, brothers, sisters, grandparents, or children; or for any other absence designated by the President of the University as an emergency. The faculty member is obligated to notify the department chairperson or head as early as possible so that the latter may make appropriate arrangements for classes.

4. Specific Assignments

A faculty member is authorized to be absent from assigned classes when the President of the University assigns the faculty member to a specific duty of short duration which conflicts with his or her scheduled classes. "The Board of Regents discourages the use of specific assignments which will cause a faculty member to be absent from assigned classes" [*Rules and Regulations*, Chapter V, Section 4.821(4)].

Authorization for any member of a faculty to be absent from usual and regular duties for specific assignments will be granted only when such absence is on state business.

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 when "the President considers such absences to be for valid reasons and in the best interest of both the faculty member and the Component," Sul Ross State University [*Rules and Regulations*, Chapter V, Section 4.821(5)].

E. Unauthorized Absences "Unauthorized absences on the part of the faculty member are not permitted." Such absences will be regarded "as a violation of the terms of the faculty member's contract" (*Rules and Regulations*, Chapter V, Section 4.822).

F. Approval Procedures

The following procedures are to be followed for the approval of an absence:

1. Faculty members who are absent on regularly scheduled class days, Monday through Friday, during working hours, must receive approval of such absence.

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Absences involving travel, either on personal or official state business, must be approved in accord with the statement on Travel Regulations appearing in the *Administrative Policy Manual*. In the event of absence due to personal illness, an "Application for Faculty Absence" form should be filled out and signed by the officials designated on the form.

2. In all absences, the department chairperson and the Executive Vice President and Provost must be informed and their approval obtained. It is the responsibility of the faculty member to work with his or her department chair to make arrangements for classes missed.
3. A copy of the *Administrative Policy Manual* is available for review online, in the Bryan Wildenthal Library, and in the office of each University administrator, i.e., vice president, college dean, or department chair.

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SRSU Policy: Academic Evaluation System
SRSU Policy ID: FH 2.11
Policy Reviewed by: Executive Vice President and Provost
Approval Authority: President of the University
Approval Date: March 29, 2016
Next Review Date: March 29, 2021

It is specified in *Rules and Regulations, Texas State University System* that the universities in the system "shall develop and publish campus-specific faculty performance review policies," including annual reviews (Chapter V, Section 4.28). The following policies fulfill that requirement.

A. General Features of the Academic Evaluation System

1. The academic evaluation system is proposed to provide an orderly and comprehensive approach to the evaluation of faculty and academic administrators. Evaluation is important for purposes of promotion, tenure, adjustments in salary, and, where applicable, review of appointment status.
2. The system recognizes four criteria for purposes of faculty evaluation:
 - Teaching/job effectiveness
 - Scholarly/artistic endeavor
 - Professional growth and activities, and
 - Activities supportive of the University
3. Provisions are made in the system for the evaluation of faculty (forms designated as available in Appendix are all under **Academic Evaluation System**).
 - a. A rating of teaching effectiveness will be accomplished by the use of two forms:
 - (1) **Form FE-1, Chairperson/Dean Rating of Faculty Teaching Effectiveness** (see Appendix).

This form is to be completed by the department chair on each member of the full-time and part-time faculty assigned to the department.
 - (2) **Form FE-2, Student Appraisal of Faculty** (see Appendix).

This form *must* be completed by the students of each full-time and part-time faculty member *for each course taught*.
 - b. A report of teaching performance, scholarly and artistic endeavor, professional growth, and activities supportive of the University, is

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required, to be accomplished by the use of **Form FE-3, Annual Report on Teaching/Job Performance, Scholarly/Artistic Activities, Professional Growth, and Service** (see Appendix).

This form is to be completed by each full-time faculty member as a means of indicating his or her activities in each of the four areas.

- c. A summary rating of each full-time faculty member based upon information secured on Forms FE-1, FE-2, and FE -3 (FE-1 and FE-2 for part-time faculty) will be accomplished by the use of **Form FE-4, Summary of Evaluations** (see Appendix). This form is to be completed by the department chairperson and is to be signed by both the chairperson or dean and the faculty member. A copy shall be retained by the faculty member and chairperson.
- 4. Provisions are made in the system for the evaluation of academic supervisors/administrators
 - a. A rating of teaching effectiveness will be accomplished by the use of the same forms used for faculty rating (Forms FE-1 and FE-2).
 - b. A rating of teaching performance, scholarly and artistic endeavor, and professional growth will be accomplished by the use of Form FE-3.
 - c. A rating of performance will be accomplished by the use of **Form FE-5, Evaluation of Chairpersons by Faculty and Deans, Deans by Chairpersons and Executive Vice President and Provost, and Executive Vice President and Provost by Deans**. Separate forms are to be completed by each faculty member, chairperson, and dean for his or her supervisor.
 - d. A summary rating of each supervisor based upon information secured on Form FE-5 will be accomplished by the use of **Form FE-6, Summary Sheet for Evaluation of Chairperson by Faculty, Deans by Chairpersons, and Executive Vice President and Provost by Deans**. This form is to be completed by a designated representative from the President's office and routed to the appropriate evaluator.
- 5. Any person may request reconsideration of an evaluation by the appropriate department chair or equivalent administrator and, as the need exists, subsequently by the appropriate academic dean and, finally, by the Executive Vice President and Provost. Allegations of sexual or racial discrimination or bias in evaluation will be addressed through established grievance procedures dealing with sexual or racial discrimination or bias.

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B. Procedures for Faculty Evaluation and Appraisal

1. Three documents will be used to evaluate the faculty member:
Form FE-1, Chairperson/Dean Rating of Faculty Teaching Effectiveness, Form FE-2, Student Appraisal of Faculty, and Form FE-3, Annual Report on Professional Growth and Service. The documents listed above will be used by the evaluator to determine ratings on Form FE-4, Summary of Evaluations, the permanent record of the annual evaluation.
2. Rating of Faculty Teaching Effectiveness Form FE-1
Each department chair or dean will prepare the Rating of Faculty Teaching Effectiveness form using student evaluations, the faculty self-inventory, and his or her own knowledge of the work of the faculty member. The faculty and head within each department will have the option of choosing to use classroom visitation by the supervisor, peer evaluation, or neither as part of the evaluation of faculty teaching effectiveness. If either of these evaluation methods is used, the criteria for evaluation shall be developed by the faculty and head involved. The following outline is to be used as a guide in the assessment of teaching effectiveness.

The following five categories are identified for rating purposes, with weights for each:

- (1) Preparation for Teaching (30%)
 - (a) Maintains currency in field.
 - (b) Develops instructional materials (syllabi, outlines, electronic aids, classroom policy statement, etc.).
 - (c) Organizes and prepares subject matter on a regular basis.
- (2) Classroom/Lab Presentation (30%)
 - (a) Seeks to establish rapport with students.
 - (b) Communicates subject matter effectively.
 - (c) Stimulates student thinking and exposes students to a wide variety of viewpoints.
 - (d) Makes organized presentation of material.
 - (e) Creates an environment conducive to learning.
- (3) Evaluation of Student Achievement (10%)
 - (a) Applies and communicates in writing effective and equitable procedures in measuring student performance.
 - (b) Evaluates student performance in a reasonable manner.
 - (c) Makes available up-to-date information regarding individual student progress.

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- (4) Response to Individual Student Needs (20%)
 - (a) Is readily and reasonably available for student conferences and counseling; maintains appropriate office hours.
 - (b) Is reasonably sensitive to individual student needs.
- (5) Professional Demeanor (10%)
 - (a) Is punctual and dependable.
 - (b) Maintains appropriate professional demeanor in teaching situations.
 - (c) Exercises reasonable care of University facilities, equipment, and supplies.

3. Student Appraisal of Faculty Form FE-2

Student evaluation of faculty will take place for every course taught. For courses that run the full length of the semester, evaluations will be made available to students from the day after the last day to withdraw from a course through the day before final examinations of courses scheduled for the full length of the semester. For courses with formats shorter than the full length of the semester, e.g., eight-week format and weekend-format courses, the courses will be evaluated according to the schedule of the full-semester courses. January intersession courses will be evaluated according to the Spring schedule.

4. Annual Report on Teaching/Job Performance, Scholarly/Artistic Activities, Professional Growth, and Service Form FE-3

Each faculty member will prepare an annual report prior to February 1 of each year. (The report interval shall be January 1 to December 31.) The following outline is offered as a guide for preparing the document. It also may be used by the evaluator in assessing the year's activities of the staff member. Not all items on the outline will be pertinent to all faculty, and inapplicable points should be omitted.

a. Teaching/Job Performance

The Rating of Faculty Teaching Effectiveness outline (listed in 2.11, B2) provides a guide in preparing this portion of the report.

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b. Scholarly and Artistic Endeavor

(1) Scholarly Activities

Scholarly activities shall be interpreted to include but are not limited to involvement in basic and applied research, writing and publication, and presentations to professional and learned societies. The distinction between scholarly activities and professional and university service is often difficult to discern. A faculty member should judge the primary focus of an endeavor from the perspective of his or her involvement and categorize it appropriately.

- (a) Publications are defined as follows: articles (scholarly articles published in professional journals which were subjected to peer review and other scholarly articles not subject to peer review, e.g., abstracts), books (scholarly works and textbooks), and other publications (e.g., research reports, government reports).
- (b) Research and or grant activities should be addressed by listing activities supported by competitive research grants from outside organizations, university research grants, non-competitive and non-funded research activities, and proposals prepared and submitted but rejected.
- (c) Presentation of scholarly work at professional meetings and learned societies should be addressed by providing a listing of presentations at national or international meetings, presentations at regional meetings, and presentations at state and local meetings.
- (d) Other scholarly endeavors should be listed, including works in progress.

(2) Artistic Endeavor

Different disciplines and individuals define art in different ways, engage in different types of artistic endeavors, and evaluate art differently; thus, the criteria for evaluation can be defined here in only the most general of terms. Each department will have to define its own specific criteria. Ultimately, individuals must be evaluated on the merit of their art and the level of its critical success.

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Faculty should list artistic endeavors for the past year (performances, shows, projects, etc.) and indicate the date and location of particular events. A statement of commitment in terms of time, preparation, responsibilities, and effort devoted to each endeavor should be included. In describing a show or performance, the faculty member should indicate the level of critical success as judged by others in the field (e.g., awards, reviews, etc.). Where it is relevant, faculty should evaluate the success in terms of level of competition and recognition (local, regional, state, national, or international).

c. **Report on Professional Growth and Professional Activities**

(1) **Professional Associations.**

This category includes current memberships, meetings attended and source of funding for travel, committee appointments, elected offices, honors, and the like at all levels: international, national, regional, state, and local.

(2) **Continuing Professional Education.**

This category includes participation in workshops, seminars, courses, self-study, and the like, with the indication of title, place, dates, time involved, and credit hours, if applicable.

(3) **Professional Service.**

This category includes service to schools, governmental agencies, and private enterprise, community service, and the like.

d. **Report on Non-Teaching Activities Supportive of the University**

Non-teaching activities shall include the following:

(1) **Committee service.**

(2) **Recruitment.**

(3) **Advisement (e.g., academic advisement, degree planning, registration, and orientation programs).**

(4) **Acquisition and development of facilities, equipment, and other resources (including outside funding obtained for these purposes).**

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- (5) Program development (e.g., major curriculum development, new degree programs, and research programs, including outside funding obtained for these purposes).
- (6) Public service.
- (7) Other contributions.

5. Summary of Evaluation Form FE-4

Using student evaluations, the rating of faculty teaching effectiveness, and the annual report, the evaluator will complete Form FE-4, Summary of Evaluation. The following four, main areas of performance are identified on the summary:

teaching, scholarly and artistic endeavor, professional growth and professional activities, and non-teaching activities.

- a. Question number 10 on FE-2 will be used as a summary measure of the students' evaluation of teaching effectiveness. The average score on question 10 will be computed, converted on a percentage, and entered on form FE-4 1.B. Assuming the average response for an instructor is 4.3, 86% ($4.3 \div 5$) would be entered on FE-4 1.B.
- b. Weights (%) are suggested for rating each category. Chairpersons shall consider available information bearing upon the various criteria to determine weights. At the beginning of the evaluation period each faculty member and his or her respective chairperson must agree on the basic weights to be used in the year's evaluations and put this into writing. Both the faculty member and the chairperson shall sign this agreement (FE-4) to indicate their approval or disapproval. Criteria may be adjusted if the responsibilities of the faculty member change significantly.

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NEW ADDITION approved by EC on February 13, 2018

- C. General Features of the Academic Evaluation System for Faculty with Part-Time Appointment.
1. Sul Ross State University values the contributions made by part-time faculty, so department chairs provide each part time faculty member with an evaluation at the end of each semester taught.
 2. The objectives of the Part-Time Faculty Evaluation Procedure are:
 - a. To promote the delivery of quality instruction and services;
 - b. To strengthen the supervisor/faculty relationship by developing a mutual understanding of responsibilities, expectations, goals, and performance in instructional delivery and/or services;
 - c. To identify areas for improvement and areas of outstanding performance;
 - d. To enhance development of part-time faculty and the growth of the university as a whole.
 3. The components of the evaluation consist of:
 - a. Review of course syllabi;
 - b. Review the student course evaluations;
 - c. Instructional observations and/or conferencing;
 - d. Completion of Part-Time Faculty Evaluation Form.
 4. The Dean of the College will ensure department chairs follow the timeline.
 - a. Prior to beginning of term, the department chairs shall:
 - i. Inform part-time faculty of the Part-time Faculty Evaluation Process;
 - ii. Review course syllabi;

- b. During the term, the department chairs shall hold an instructional observation and/or conference;
 - c. After the end of term, the department chairs shall :
 - i. Review the student course evaluations;
 - ii. Complete the Part-Time Faculty Evaluation Form;
 - iii. Hold an evaluation conference with the part-time lecturer.
5. Following the completion of the Part-Time Faculty Evaluation Form, the department chair will hold a conference with the part-time faculty member. In the conference the department chair shall:
- a. The department chair will discuss strengths, areas for improvement, and course management;
 - b. The part-time faculty member will have the opportunity to submit comments as part of the evaluation process.
 - c. The Part-Time Faculty Evaluation Form will be made part of the faculty member's personnel file. A copy will be provided to the faculty member.
6. The Part-Time Lecturer may appeal the evaluation to the dean of the academic college.

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SRSU Policy: Faculty Participation in Commencement Exercises

SRSU Policy ID: FH 2.12

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: July 19, 2013

Next Review Date: July 19, 2018

Commencement exercises for the Alpine campus of Sul Ross State University are held twice each academic year, in December and May, at the conclusion of each fall and spring semester. At Rio Grande College commencement is held each December and May at a single RGC location that typically varies from one semester to the next. The University Convocations Committee and the Dean of the Rio Grande College, working directly with the Office of the Executive Vice President and Provost, have primary responsibility for the planning and implementation of each commencement exercise.

Participation in commencement exercises is expected of all full-time faculty members. Temporary faculty appointees and other special instructional personnel are encouraged to participate. Requests for absence from commencement ceremonies will be granted based on the "University Policy on Faculty Absences," Section 2.10, with the inclusion of absences for religious conflicts.

Participating faculty are expected to wear their appropriate academic regalia. The University Bookstore can, upon request, make available to members of the faculty appropriate regalia for either purchase or rent.

FH 2.13 Employee Benefits Available to Faculty (Please refer to *Administrative Policy and Procedure Manual* [Chapter 5.02](#)).

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SRSU Policy: Academic Planning and Financial Exigency

SRSU Policy ID: FH 2.14

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: July 19, 2013

Next Review Date: July 19, 2018

Changing patterns of enrollment and/or critical reductions in revenues may necessitate strategies to bring programs and staffing into alignment with enrollment and the financial realities of the University. Program and staffing realignment may be undertaken according to the following policies and procedures:

A. Termination of Faculty under Special Circumstances

If, in the judgment and discretion of the Board of Regents, 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 before the expiration of the stated period of his or her employment may be terminated in accordance with the provision of this section (*Rules and Regulations, Texas State University System, Chapter V, Section 4.5*).

B. Academic Planning

The demand for classes in specific academic disciplines fluctuates over time as student career choices and the educational preferences of society change. As a result of these fluctuations, the number of the full-time-equivalent faculty allocated to a department or program may fluctuate also—expanding in periods of growth and contracting in periods of retrenchment.

1. The Executive Vice President and Provost has the responsibility of adjusting departmental faculty size during such periods of growth or decline, so that in the long run all departments are treated equitably and the educational goals of the institution are achieved. Of course, tenured faculty may not be arbitrarily dismissed as a result of these routine periodic adjustments to departmental FTE faculty. Thus, the Executive Vice President must ensure that each department maintains a healthy balance between tenured and non-tenured faculty. If too few faculty are tenured, there can be no departmental continuity; if too many are tenured, there might be insufficient flexibility.
2. The Executive Vice President's decisions to adjust FTE faculty allocations will be based on careful academic planning conducted with full faculty participation. The emphasis of this continuing planning process may vary from time to time as

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institutional circumstances change, but the academic plan should, as a minimum, include the following:

- a. historical data on average class size and the student-teacher ratio for each department, together with a departmental statement on the educational implications of present class size,
- b. a demographic analysis of departmental faculty, e.g., rank, age, sex, race and national origin, tenure status, and field, and
- c. faculty and administrative judgments regarding the precise role each department plays in the realization of the broad educational goals of the institution.

C. Discontinuance of a Program or Dismissal of Faculty for Educational Reasons

1. A department or degree program in which tenured faculty are employed may not be arbitrarily abolished. On the other hand, a department or program may be discontinued or combined for educational reasons.
2. If the long-term educational goals of the institution would be enhanced by the abolition of a department or program which would require the dismissal of tenured faculty, the Executive Vice President and Provost may recommend to the President that a department or program be discontinued. If the President agrees with the recommendation to discontinue, he should submit the question to the Academic Planning Committee (hereinafter called the Committee and defined below) for thorough study. Upon receipt of the written report to the Committee, the President will decide whether or not to recommend to the Board that the department or program be abolished.

D. Discontinuance of a Program or Dismissal of Faculty for Financial Exigency

1. If, as a result of a substantial loss of enrollment or of financial support which threatens to alter the essential character of the University, it appears to the President or Executive Vice President and Provost necessary to reallocate faculty FTE positions in such a way that tenured members of the faculty would have to be dismissed, other faculty would have to be terminated before the expiration of their term contracts, and/or a department or program would have to be abolished for monetary reasons, then a financial exigency may be imminent. In that event, the Executive Vice President and Provost will inform the President in writing of the nature and extent of the crisis.
2. If the President agrees that the financial crisis facing the University is of sufficient magnitude to justify the dismissal of tenured faculty, the termination of other faculty before the expiration of their contracts, or the abolition of a department or

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program, the President will submit the question to the Academic Planning Committee and so inform the Board of Regents, which alone has the power to declare a state of financial exigency.

3. In making its determination that a state of financial exigency exists, the Board of Regents shall consider whether expenditures exceed operating revenues but need not consider capital funds and assets and fixed endowments. Any faculty dismissals must be for bona fide financial reasons; that is, they are reasonably calculated to alleviate the University's financial exigency.
4. The Committee will investigate, as expeditiously as possible, the extent of the financial difficulty and propose a timetable for action. In its deliberations, the Committee will make a genuine effort to identify all ways and means to retrench less drastically than the dismissal of tenured faculty.

E. The Academic Planning Committee

The President will activate the Academic Planning Committee immediately upon receipt of any recommendation from the Vice President for Academic Affairs that tenured faculty may need to be dismissed or other faculty terminated before the expiration of their term contracts because of financial exigency or that a department or program should be phased out for educational or monetary reasons.

The President shall appoint six faculty members (four of whom must be tenured) from a list of ten nominees (eight of whom must be tenured) submitted by the Faculty Assembly. Further, the President shall appoint the school deans, the Dean of the Rio Grande College and three department chairs (at least two of whom must be tenured). This group of thirteen should include representatives of all of the schools and be a fair representation of faculty protected by the Civil Rights Act of 1964. In addition, the Vice President for Business Affairs, the Executive Vice President and Provost, and the Chairperson of the Faculty Assembly (Alpine) and the Faculty Senate (RGC) shall be ex-officio members.

1. **Determining Departments or Programs to be Cut Back**
In its deliberations, the Committee will review the state educational mandates and the mission of the University in the light of the financial crisis in order to determine the departments or programs whose budgets and faculties should be reduced or eliminated.
The Committee will evaluate each department and program in terms of the educational mission of the University, the department's enrollment statistics, and departmental analyses submitted by the department chairs and the deans of the schools. The mission is the most important consideration.

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The Committee will then identify those departments where faculty reductions may be necessary, and it will submit its recommendations with documentation to the President.

2. Determining Which Faculty Members Are to Be Dismissed

If the Board of Regents has declared a state of financial exigency and the President, acting upon the recommendations of the Committee, has identified a department or program as one in which tenured faculty will need to be dismissed because of financial exigency or if a department or program is to be discontinued for educational reasons, the Executive Vice President and Provost will notify that department in writing, specifying the amount by which the faculty salary budget must be cut and the deadline by which the cut must be accomplished.

Upon receipt of the Executive Vice President's memorandum, the department chair of each affected department will promptly convene the tenured and tenure-track faculty who, after consultation with all departmental faculty, will thoroughly explore the implications of the financial crisis or proposed dissolution for educational reasons and prepare a report adhering to the following guidelines:

- a. Whenever possible, faculty reduction will 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 the tenured faculty member would jeopardize the advances achieved by the University under its affirmative action program.
- c. Once the factors listed in items *a* and *b* above have been properly discussed and weighed, the probable order of dismissal shall be based on the principle of seniority, so the departmental faculty will be listed sequentially starting with the least senior. Thus, non-tenured faculty will be listed before tenured faculty in the following order: part-time, temporary, and probationary. The order of dismissal within a departmental tenured faculty will be determined by educational background, rank, and longevity. Persons without the terminal degree in their discipline will be dismissed before anyone with the terminal degree. Rank will be considered next. An instructor would be dismissed before an assistant professor, who in turn would be dismissed before an associate professor, who in turn would be dismissed before a professor. Within each rank, longevity will determine the order of dismissal following the

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principle of last in, first out; if the date of acquiring current rank is the same, the date of acquisition of the previous rank will be used.

d. Possible alternatives.

The department should also explore all possible alternatives to the dismissal of tenured faculty.

The department report, identifying faculty for dismissal or proposing alternatives, will be forwarded, with documentation, to the Committee via the appropriate school dean, who will write comments that either support or disagree with the departmental recommendations. In the event that the department is unable or unwilling to provide the materials described above, the school of the appropriate dean will perform the departmental functions and forward the findings and recommendations to the Committee. The departmental chair and the school dean will immediately provide affected faculty with written notice of their recommendations.

When the Committee has received the departmental and dean's recommendations from all affected departments, it will then consider all previous information, will recommend to the President the particular faculty member or members to be dismissed, and will notify all affected faculty in writing.

Upon receipt of the Committee's recommendations the President shall make a timely decision regarding dismissals, forward a copy of that decision to the Board of Regents, and notify all affected faculty. That decision is final, subject, of course, to the appeal procedures detailed below and approval by the Board of Regents.

F. Individual Faculty Rights in the Event of Termination

Declaration of financial exigency or elimination of programs for educational reasons does not suspend due process protections afforded by the Fourteenth Amendment to the Constitution of the United States against the arbitrary taking of property or liberty interests. However, the existence of the above-stated situation does permit the University and the Regents to modify their existing procedures in order to take timely and responsive action to meet the financial emergency or retrenchment for educational reasons in such ways as the University and the Regents determine best preserve the best interests and academic integrity of the institution.

1. Notice Provision

A faculty member whose employment will be recommended for termination should be given the following information and accorded the following rights:

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- a. a written statement of the basis for the decision to recommend the termination of the faculty member's employment,
- b. a description of the manner in which the recommendation of termination was determined,
- c. a disclosure of the information and data upon which the recommendation was based,
- d. the opportunity, consistent with this policy, to participate in or provide input into the decision-making process, and
- e. the opportunity to appeal consistent with the requirements of due process.

2. Appeals Provisions

Appeals shall follow the procedures described in this paragraph. A special hearing tribunal, appointed by the President, shall have exclusive jurisdiction to hear all appeals from faculty identified by the President for dismissal under the provisions of this policy. On appeal, the issues shall be limited to the following: a) the existence and extent of the financial exigency or the need for phasing out a program for educational reasons, b) whether the educational judgments placing the faculty member on the "dismissal list" are supported by substantial evidence, and c) whether this policy was followed and evenly applied in the individual case. The faculty member slated for dismissal must request the hearing within ten working days following receipt of the notice of dismissal from the President, must state the bases of the appeal clearly and factually, and shall bear the burden of proof.

3. Effective Date

If the President's notice of removal is sent on or before January 15, the University shall make a bona fide attempt to accomplish removal no sooner than the end of the academic year (June 1). If notification is given after January 15, the University shall make a bona fide attempt not to effect removal sooner than the middle of the next academic year (January 15).

4. Placement and Reinstatement

If a department or program is, in fact, to be phased out for financial or educational reasons or a faculty member is to be removed because of financial exigency, the Executive Vice President and Provost will make every effort to place the affected tenured faculty member into a suitable alternative position within the University (at comparable rank and salary, if possible), provided that (a) the faculty member is qualified professionally to teach in such an area or is willing to undergo the

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appropriate professional retraining, at his or her own expense, that will qualify him or her to do so and (b) a position is available.

If no suitable position is available or if the faculty member refuses to assume a position deemed suitable by the Executive Vice President and Provost, the institution may dismiss him or her with proper notice in accordance with the provisions of this policy and of the *Rules and Regulations, Texas State University System*.

Faculty members with joint appointments shall be considered for removal only in their primary departments. In the event that a faculty member with a joint appointment is identified for removal in his or her primary department, the appointment in the secondary department shall also cease unless it is continued and funded by the secondary department.

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SRSU Policy: Early Retirement

SRSU Policy ID: FH 2.15

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: July 10, 2013

Next Review Date: July 10, 2018

Sul Ross State University maintains a post-retirement employment policy specifically for faculty that adheres to the general modified-retirement policy of the Teacher Retirement System of Texas.

A. Purpose

As a benefit of employment and an accommodation of the faculty, the purpose of this policy is to provide the basis for an early retirement program for qualified faculty members who wish to petition the University for permission to continue to serve on less than a full-time basis after retirement.

B. Background

1. The Teacher Retirement System of Texas (TRS) provides for retirement at various combinations of age and years of service and permits the retired individual to continue to work up to one-half time without the forfeiture of any pension benefits. TRS eligibility for full-formula benefits or for reduced-annuity benefits is determined by TRS guidelines.
2. Faculty members who decide to retire should find that the contemplated arrangement is a means of making the transition from full-time employment to complete retirement.

C. Procedures

1. Full-time tenured faculty members at Sul Ross State University who have reached the age of 55 years and who meet minimum retirement eligibility criteria established by the Teacher Retirement System of Texas for TRS or ORP retirees may petition the University for permission to participate in this program if they so desire. The University retains the option to decide on a case-by-case basis whether such an arrangement is to be made.
2. A faculty member who desires to participate in this program will notify the University in writing of the desire to participate not less than 90 days prior to the beginning to the academic year in which said election is requested to take effect. The University will indicate whether or not it will accept the faculty member's request to participate within 30 days of the receipt of the written request.

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3. The period following an approved early retirement during which Sul Ross State University shall have any commitment to the individual under this policy is one year. Should the one year of part-time employment be completed under the terms of this policy, the University, upon request of the faculty member, may opt to continue to permit part-time employment on a year-to-year basis dependent entirely upon compelling need of the academic department and with the subsequent approval of the department chair, the dean of the college, the Executive Vice President and Provost, and the President. Payment for courses taught under this arrangement will be at the rate per class paid during the one year of employment under the terms of the Early Retirement Policy.
4. The faculty member shall relinquish full-time status and tenure in exchange for an early retirement agreement between Sul Ross State University and the faculty member. The Early Retirement Agreement form is located in the Appendix.
5. Office assignments will be subject to the availability of office space and to the needs of the appropriate department, division, or college.
6. A faculty member participating in the early retirement program will be a retiree for benefit purposes. A participant may continue to take part in the insurance benefits of the University as a retiree, if he or she meets the minimum age and service requirements established by the Employees Retirement System (ERS) of Texas. The responsibility to maintain insurance benefits rests entirely with the retiree. Contributions to TRS or ORP will cease on the part of the retiree and the University. Social Security contributions will continue as required by law.

D. Application

Under provisions of this policy, qualified faculty members may apply to the Executive Vice President and Provost for the Early Retirement Plan, using the appropriate channels.

E. Terms

Participants will retain, as applicable, rank and one-half salary on a nine-month basis. No summer employment or annual raises are assured or committed. Class assignments up to one-half normal teaching load shall be defined by the appropriate academic dean or after consultation with the Executive Vice President and Provost. Faculty will be committed to teach two courses or the equivalent during the fall and spring semester. Any deviation from this distribution of the course load must be based on the compelling need of the department and recommended by the department head with subsequent approval of the appropriate dean, the Executive Vice President and Provost, and the President.

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F. Service Break

Faculty members wishing to participate in this early retirement program must have a minimum break in service of one full calendar month after the last day of their full-time employment with Sul Ross State University. This required break in service is a TRS requirement, not a Sul Ross State University requirement.

G. Termination of Modified Service Plan

A participant in this program may elect to modify his or her status to full retirement at any time by written notification to the department chair of this intent not less than 90 days prior to the beginning of the semester when this change in status is to become effective.

H. Impact of this Policy on TRS or ORP Rules

A participant's eligibility to draw retirement benefits from TRS or an ORP contract and his or her eligibility for membership in TRS or ORP will be governed by the laws and rules governing such eligibility and not by this policy. The faculty member assumes all responsibility for determining his or her status with regard to TRS or ORP benefits which may be impacted by this policy.

I. Dismissal Procedure

Termination by the University of the part-time employment of a faculty member participating in the Early Retirement Program before the expiration of the stated period of his or her "Early Retirement Agreement" will be only for good cause, as described in Chapter V, Section 4.51, of the *Rules and Regulations, Texas State University System*, or under the special circumstances for termination of the faculty employment as described in Chapter V, Section 4.6, of the *Rules and Regulations, Texas State University System*.

J. Reports

For each individual on early retirement under the provision of this policy, the appropriate academic dean shall prepare a report detailing both workload and compensation which will be reported at a subsequent meeting of the Board of Regents.

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SRSU Policy: Faculty Development and Enrichment

SRSU Policy ID: FH 2.16

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: October 17, 2018

Next Review Date: October 17, 2018

The administration of Sul Ross State University is committed to faculty excellence in instruction, research, and service. To promote educational excellence, the university provides opportunities for faculty development and enrichment.

A. Purpose

The purpose of this statement is to identify policies and procedures for the use of Faculty Development and Enrichment Funds. Funds appropriated specifically for this purpose or funds allocated by the President will be used to upgrade and enhance the quality of faculty teaching and improve the content and quality of the University's instructional programs.

B. Programs

The Faculty Development and Enrichment Policy will consist of the following programs:

1. Development and enrichment programs and projects that encourage and contribute to intellectual and instructional development and the quality of faculty teaching.
2. Faculty-study activities designed to encourage faculty members to broaden their education. It is the policy of this University to permit one course to be taken during each long semester, provided that the course does not interfere with the working or teaching assignment of the faculty member. Tuition and fees not waived by the State of Texas statutes will be paid from Faculty Development funds. Any faculty member wishing to have tuition and fees waived must seek approval from his or her department head and dean and from the Executive Vice President and Provost prior to enrolling in a course for which he or she desires reimbursement.

C. Development and Enrichment Programs

1. Eligible Programs and Projects

Possible programs, projects, and activities might include the following: grants to attend institutes, symposiums, seminars, and workshops; instructor improvement in teaching methods; instructor improvement in subject content; course or

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curriculum development and improvement; computer applications and media development for utilization in instruction; and development of and delivery of

on-campus faculty workshops or conferences designed to improve teaching and other specialized topics (computer applications, interdisciplinary subjects).

Activities are not limited to the above list, and any creative project of high quality designed to develop, enrich, or enhance faculty performance is encouraged.

Requests for support for general travel for which departmental funds are appropriate are discouraged.

The Teaching Council will recommend funding for proposals which are considered of high merit and which fall within the purpose of the development and enrichment policy.

2. Eligible Applicants

All full-time faculty members holding the rank of lecturer or instructor or higher and professional librarians are eligible to submit proposals.

3. Application Process

Faculty Development and Enrichment Application forms are located in the Appendix.

Faculty members must submit three copies of the application and proposal to their respective academic department heads in accordance with the deadline established by the Faculty Development and Enrichment Committee and publicized by the Executive Vice President and Provost.

Proposals must contain the following: Faculty Development and Enrichment Application Form; a current biographical sketch; a program, project, or activity description which states the purpose, describes the project, program, or activity, identifies the area for improvement (such as instructor improvement in teaching methods, computer or media utilization, faculty workshops, or other areas), and specifies how the project is expected to lead to a significant improvement in the program or activity being funded; and a budget detailing the funding requested. A Faculty Development Leave Rating Form is to be completed by the department head, the dean, the Faculty Development and Enrichment Committee, and the Executive Vice President and Provost and included with the application.

Upon receipt of applications by the department head, further routing will be as follows: to the dean, for comments, and then to the chair of the Faculty Development and Enrichment Committee, for ranking and recommendation for

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funding by the committee. Proposals by department heads are submitted directly to the appropriate dean. Each administrative unit may forward the proposal with or without comment.

4. Evaluation and Approval of Proposals

The Teaching Council will be convened by the chairperson to evaluate, rank, designate funding amounts, and recommend programs or projects for funding.

The Teaching Council will make its recommendation in writing to the Executive Vice President and Provost. The Executive Vice President will forward his or her own recommendation and that of the Teaching Council to the President, who will make the final decision. Notification of the decision will be made to the dean, department head, proposal applicant, and the general faculty by memorandum by the Executive Vice President and Provost.

5. Availability of Funds

Funds available for Faculty Development and Enrichment are budgeted annually according to Texas statutes and the *Rules and Regulations, Texas State University System*. Non-educational and general funds not expended at the end of any fiscal year will be carried forward to the new fiscal year. Educational and general funds, which may be appropriated for Faculty Development, will be dispensed in accordance with the current Appropriations Act. Funds are granted at the sole discretion of the President upon the recommendations of the Teaching Council and of the Executive Vice President and Provost.

6. Administration of Funds and Accounting Procedures

The policies and procedures for the administration of funds allocated for faculty development and enrichment programs and activities will be basically the same as for other University funds, including the submission of the necessary travel vouchers or other forms through the normal channels for reimbursement.

The policies and procedures to be followed are provided in the University *Administrative Policy Manual*.

7. Reports

An accountability report describing the results, achievements, or benefits of the program or project and a detailed expense report must be submitted to the department head, dean, and chair of the Teaching Council within one month of completion of the project.

A brief summary of the concepts and ideas generated by completed projects will be communicated to other faculty members through appropriate University news publications.

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SRSU Policy: Faculty Development Leave Program

SRSU Policy ID: FH 2.17

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: July 18, 2013

Next Review Date: July 18, 2018

The administration of Sul Ross State University is committed to faculty excellence in instruction, research, and service. To promote educational excellence, the University provides opportunities for faculty development leave.

A. Policy

1. Texas Higher Education Code, Sections 51.101 through 51.108 (*Vernon's Civil Statutes*) provides for faculty-development leaves of absence, and the Sul Ross State University policy and procedure conform to the legislative direction: the Board of Regents may grant a faculty-development leave of absence for study, research, writing, field observations, or other suitable purposes to a faculty member within the constraints of the legislation.
2. Two types of leave of absence may be granted: (1) leave with pay and (2) leave without pay, both of which provide a guarantee of employment on return at the same status as before the person went on leave. The time on leave with pay counts as credit toward University service.
3. Faculty Development Leave with Pay may be granted for one academic year at one-half of an academic-year faculty salary, or a leave with pay may be granted for one semester at one-half a semester's faculty salary. An academic year is defined as the regular, nine-month period; summer sessions are not included.
4. A faculty member on faculty development leave may accept a grant for study, research, or travel from any institution of higher education; from a charitable, religious, or educational corporation or foundation; from any business enterprise; or from any federal, state, or local governmental agency. An accounting of all grants will be made to the Board of Regents of the institution by the faculty member. A faculty member on faculty development leave may not accept employment from any other person, corporation, government, or institution of higher education unless the governing board determines that it would be in the public interest to do so and expressly approves the employment.
5. No more than six percent of the faculty members may be on faculty development leave at any one time. The SRSU Executive Vice President and Provost will inform the Faculty Affairs Council and the Rio Grande College Faculty Senate of the number of applicants for leave which will be considered for any particular period.

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B. Eligible Applicants

1. All full-time faculty members holding the rank of Instructor or higher and who have completed (1) at least four, consecutive academic years of service at the University by the effective date of the leave and (2) at least six years of service since his or her last faculty development leave with pay are eligible.
2. The state code defines a faculty member as "a person who is employed by an institution of higher education on a full-time basis as a member of the faculty or staff and whose duties include teaching, research, administration, including professional librarians, or the performance of professional services. However, the term does not include a person employed in a position which is in the institution's classified personnel system."
3. Applicants may request development leaves to "engage in study, research, writing, and similar projects for the purpose of adding to the knowledge available to himself, his students, his institution, and society generally." The applicant's objective may be to develop materials for teaching, to contribute to the prestige of SRSU, to advance knowledge, to provide professional growth, or to improve his or her abilities as a teacher.

C. Faculty Development Leave with Pay

1. A faculty member on faculty development leave with pay will continue to be an active participant of the Teacher Retirement System of Texas or of the Optional Retirement Program. Contributions required to be paid to the TRS or to the ORP and any other amounts authorized will be deducted from the compensation of those faculty members on leave.
2. A member of the faculty on faculty development leave with pay is a faculty member for purposes of participating in the programs and of receiving the benefits made available by or through the institution or the state to faculty members. A member of the faculty on faculty development leave without pay may maintain membership in university insurance programs by submitting the premiums to the Office of Personnel.
3. A faculty member seeking leave with pay must submit an application to his or her academic department head in accordance with the deadline established by the Faculty Affairs Council or the Rio Grande College Faculty Senate and publicized by the Executive Vice President and Provost on the academic calendar.
4. Faculty members on development leave with pay must sign a legal agreement to serve one full academic year after completion of the leave. If the faculty member should refuse to fulfill the year of service after the leave, the faculty member will be required to reimburse the University in the amount he or she received as salary or fringe benefits from the state while on leave.

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5. Each recipient of a faculty-development leave with pay must submit a written report of his or her activity while on leave to the office of the Executive Vice President and Provost.
6. Under this program, development leaves with pay are not available to support completion of an advanced degree.

D. Faculty Development Leave without Pay

1. Faculty development leave without pay may be granted for either one academic year or one semester. (An academic year is defined as the regular, nine-month period; summer sessions are not included.) When the purpose of the leave is among those listed under Faculty Development Leave with Pay (2.17C, above), the faculty member is subject to the same restrictions and is eligible to participate in programs and receive benefits made available by or through the institution or the state to faculty members in the same manner as a faculty member on development leave with pay. However, when the purpose of the development leave without pay is to complete an advanced degree or for another personal or business-related reason, the faculty member's time of absence from the University will not be counted toward service and longevity required to become eligible for either tenure or promotion to the next rank.
2. Faculty members requesting development leave without pay will follow the same application process as faculty members requesting development leave with pay.

E. Application Process

1. Faculty Development Leave Application forms are located in the Appendix.
2. Applications for faculty-development leave must include (1) a Faculty Development Application Form, (2) a detailed, current *curriculum vita* which includes education, related professional experience, courses taught at Sul Ross State University, contributions to SRSU (teaching and other activities, offices, awards, committee assignments), publications and creative activities, participation in international, national, and regional scholarly and professional organizations, and honors, certificates, professional licenses, and the like, and (3) a proposal not to exceed two pages describing the activity and specifying how the leave is expected to lead to the faculty member's development and how the leave will benefit Sul Ross State University and its students.
3. Upon receipt of applications by the department head or the Dean of Library and Information Technologies, further routing will be as follows: dean, chair of Faculty Affairs Council for ranking and recommendation for funding by the committee or chair of the Rio Grande College Faculty Senate, and Executive Vice

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President and Provost. Proposals from department heads are submitted directly to the appropriate dean. Each administrative unit may forward the proposal with or without comment.

4. Comments from chairpersons and deans should address program and curriculum matters only.

F. Evaluation and Approval of Applications

1. The Faculty Affairs Council shall meet to evaluate, rank, and recommend faculty leaves.
2. The Faculty Affairs Council will make its recommendations in writing to the Executive Vice President and Provost, who will forward the recommendations to the President, who will make recommendations to the Board of Regents.

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SRSU Policy: Research Enhancement Proposal Guidelines

SRSU Policy ID: FH 2.18

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: July 18, 2013

Next Review Date: July 18, 2018

The administration of Sul Ross State University is committed to faculty excellence in instruction, research, and service. To promote research, the University provides opportunities through the Research Enhancement Program.

A. Research Enhancement Program

The purpose of the research enhancement program is to encourage and provide support for research conducted by faculty members. The Research Council on the SRSU Alpine campus and the Research and Faculty Development Council at Rio Grande College are the designated faculty committees at Sul Ross State University for the implementation of these mandates.

B. Intellectual Property

Any intellectual property which may result from research supported by the Research Enhancement Program is subject to the copyright policy stated in Chapter III, Section 11 and the patent policy stated in Chapter III, Section 12 of *Rules and Regulations, Texas State University System*.

C. Eligible Faculty

The Research Enhancement Program requires that research monies be granted only to librarians or to tenured or tenure-track faculty. Any full-time faculty member in a tenured or tenure-track position (instructor, assistant professor, associate professor, or professor) may be awarded a grant. If a non-tenure-track faculty member is listed as co-applicant, the tenured or tenure-track faculty member must be listed as the Principal Investigator, and the co-applicant must be shown in the proposal to be under the direction of the Principal Investigator.

Proposals to support **faculty research** will receive priority. Those which appear to support primarily **graduate-student research** will not be considered.

D. Guidelines

When submitting a proposal to the Research Council or Research and Faculty Development Council in the Rio Grande College, the applicants must adhere to the following guidelines:

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1. Style and Format

The proposal must be typed on 8½ x 11" white-bond paper. The typing should be double spaced with normal margins. The proposal should be written in the accepted style of the profession. Seven (7) copies of the proposal stapled in the upper-left-hand corner are required.

A proposal must consist of the following elements, arranged in the following order: cover sheet, budget, abstract, narrative, appendices (optional), and evaluation form (left blank).

2. Cover Sheet

The cover sheet must follow the format of the sample cover sheet located in the Appendix. One copy must bear the signatures of the principal investigator, departmental chair, and dean. The departmental chair and dean may comment on the proposal.

3. Budget Page

The budget page should follow the format of the sample budget sheet located in the Appendix. Estimates should not be rounded off. Each piece of capital equipment with a value of over \$500.00 must be itemized on the budget page and justified in the narrative section of the proposal.

The budget may include any items for which funds are normally expended by state agencies, including a faculty stipend. The items, as indicated by the sample budget, must be normal categories used by the Sul Ross State University accounting system.

Special Notes:

Travel and per diem will be paid at State of Texas rates for grants from institutional funds. Any travel budget must be clearly justified in the narrative of the proposal and detailed in the budget (e.g. mileage).

A faculty recipient cannot receive a salary stipend from the grant during a time that he or she is employed at 100% by the University.

Faculty should note that payroll deductions are taken from salaries funded by the Research Enhancement funds. FICA costs need not be calculated for student workers or faculty and need NOT be included in the proposed budget.

Salary costs for student workers should be calculated on the current minimum-wage, hourly basis used by the University. Graduate assistants

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should be paid on a monthly basis where feasible. Undergraduates should be paid on an hourly-wage basis.

The budget must clearly show to which positions the wages are going.

Monies must be spent or encumbered by the end of the fiscal year (August 31).

All grants will be reviewed by the Business Office to assure good accounting practice and overhead figures where applicable.

4. Abstract

The abstract is a concise summary of the proposal about one-half page in length on a separate page. The heading contains the title of the proposal and the name and department of the major investigator.

5. Narrative

The proposal narrative is limited to no more than five (5) pages. The proposal should address the following items as a minimum: (1) objectives, (2) value of the research, (3) review of the pertinent literature, (4) current proposal description, (5) outline of the plan of research (6) capital equipment needs and available equipment, and (7) personnel needs.

6. *Curriculum Vitae* of Principal Investigator

The applicant must submit one brief *vita* to the Research Council or Research Committee. The *vita* must include education, professional experience, membership in professional organizations, and publications and papers.

7. End-of-Project Accountability

In addition to reports which are required by the State of Texas or any other funding agency, the grantee must submit to the committee one of the following: (1) a copy of a manuscript based upon the research findings to be submitted for publication or (2) a detailed report of the project. Failure to comply with this accounting will result in the rejection of subsequent proposals until the requested document is submitted to the Research Council/Research Committee.

E. Review and Evaluation of Proposals

The proposal will be reviewed by the Research Council/Research and Faculty Development Council. The Research Council/Research and Faculty Development Council will use the following priority system in reviewing proposals for funding:

First Priority - Research (basic or applied): any endeavor involving the collection of information in order to advance understanding or make judgments;

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Second Priority - Presentation costs: costs associated with preparing information or presenting information previously accumulated by research efforts, page costs, manuscript preparation, meeting costs, and other expenses of like kind; and

Third Priority - Curriculum development: the acquisition or preparation of materials for instructional uses.

The Research Council/Research and Faculty Development Council shall use the following criteria in their evaluation and review of the proposals: the feasibility of the project, the capacity of the investigator to conduct the project based upon information provided in the narrative of the proposal, the adequacy of the facilities available to the investigator, the priority assigned to the project, and the proposal's adherence to provisions regulating the research, such as those for live subjects.

Proposals not in the correct format will be returned to the investigator. A scale of one to ten will be used to rank the criteria. Proposals receiving the highest scoring will be recommended for funding, availability of funds permitting.

A summary of the evaluations of the proposal will be returned to the investigator. The summary, when possible, will be written by the council member from the same school or department as the author of the proposal.

F. General Requirements

Proposals involving animals as subjects must be submitted to the Research Council with signed approval of the Institutional Animal Care and Use Committee (IACUC).

Proposals involving human subjects must be submitted to the Research Council with signed approval of the Institutional Review Committee (IRC).

Any capital equipment purchased by the Research Enhancement monies is the property of Sul Ross State University.

Projects which do not qualify as first-priority Research Enhancement projects may qualify for Faculty Development and enrichment monies.

G. Research Enhancement Timetable

The Research Council/Research Committee will operate within the following calendar:

November 1 Issue call for proposals to be awarded the following September.

March 8 Deadline for receiving proposals for upcoming academic year and for final reports for grants awarded in previous fiscal year.

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| April 5 | Research Council recommendations for funding to be made to the Executive Vice President and Provost. |
| April 30 | Announcement of research grants awarded for September. |
| September | Monies made available to researchers. |

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SRSU Policy: Part-Time Faculty

SRSU Policy ID: FH 2.19

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: July 12, 2013

Next Review Date: July 12, 2018

Sul Ross State University utilizes part-time faculty in order to provide the institution with the ability to effectively cope with changes in instructional requirements brought about by enrollment shifts or other special circumstances. Part-time faculty normally fill positions which are allocated to an instructional program on a term basis, i.e., for one or more semesters or during summer school only, on either a part-time or full-time basis.

A. Responsibilities

1. Part-time faculty are hired to satisfy normal teaching responsibilities for one or more courses for a specified period. As a general rule, part-time faculty are not assigned nonteaching responsibilities such as committee assignments, counseling, or administrative tasks.
2. In order to enhance the educational benefits realized from the use of part-time faculty, the University encourages academic administrators at all levels to foster the concept of a strong, collegial bond between part-time and full-time faculty. Part-time faculty are also encouraged to participate with the full-time faculty in such departmental matters as curriculum development, textbook selection, and other appropriate organizational interests.
3. Part-time faculty are responsible for complying with policies and procedures outlined in the *Administrative Policy Manual*. All part-time faculty are responsible for maintaining and certifying class rosters and grade books and completing final grades by official deadlines.

B. Remuneration, Sick Leave, and Fringe Benefits

1. Remuneration for part-time faculty is based on rates established by the University according to the number of courses or semester credit hours taught.
2. Established remuneration rates for part-time faculty are reviewed by the Academic Policy Council annually.
3. In accordance with state guidelines, sick leave with pay and insurance benefits are available to part-time faculty members who are employed one-half time or more for a period of at least four and one-half months. Part-time faculty members who are entitled to sick leave earn such leave in proportion to the amount of time employed.

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4. In accordance with state guidelines, eligibility for sick-leave pay and insurance benefits shall not extend to part-time faculty members who are employed on an irregular, seasonal, or temporary basis for less than one-half time or for a period of less than four and one-half months. Students employed as Teaching Assistants or Research Assistants are not eligible for sick leave with pay.

C. Hiring

1. Part-time faculty members provide an essential and valuable instructional service to the University. The fact, however, that part-time faculty members are not expected to have an overall, instructional involvement to the same extent as their full-time faculty counterparts mitigates against employing them in large numbers. As a matter of general guidance, the number of part-time faculty members should be kept to a minimum.
2. Uncertainty as to future availability of funds, shifting student enrollment levels, and other hiring variables make it impracticable for the University to make commitments to part-time faculty regarding the future of any term position beyond the period specified at the time of employment.
3. A faculty member who has retired from Sul Ross State University and is not in the Early Retirement Program may be compensated on a proration of his or her nine-month salary at the time he or she retires if there is a clear and compelling need to recruit an instructor to teach a course that no other faculty member is qualified or able to teach. Examples of clear and compelling need would include specific licensures or academic qualifications required of course instructors by external certification and licensure agencies.

D. Qualifications

1. Part-time faculty must meet the same requirements for professional, experiential, and scholarly preparation as their full-time counterparts teaching in the same disciplines.
2. Part-time faculty teaching at the baccalaureate-degree level must have completed a minimum of 18 graduate semester hours in their teaching field and hold the master's degree.
3. Part-time faculty teaching graduate courses must hold the highest earned degrees in their disciplines, although in some rare cases experience and /or scholarly or creative activity may substitute for the doctorate.
4. Part-time faculty who teach in remedial programs must have a bachelor's degree in a field related to their teaching assignment and either classroom experience in a field related to the teaching assignment or graduate training in remedial education.

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5. Any exceptions to the educational qualifications of the part-time faculty must be approved, prior to their employment, by the Executive Vice President and Provost.

E. Orientation, Training, Supervision, and Evaluation

1. Part-time faculty will be included in the normal orientation and training, supervision, and evaluation process provided to regular faculty members.
2. Information and guidelines unique to part-time faculty will be provided by the appropriate college dean or director following the regular orientation sessions.

F. Benefits and Support Available to Part-Time Faculty

Part-time faculty members shall be accorded the following benefits during their employment with the University:

- a. An appropriate work area.
- b. Essential secretarial assistance.
- c. Access to copying and visual aid equipment.
- d. Faculty identification card.
- e. Library privileges.
- f. Access to sponsored university activities, through the purchase of a faculty/staff activity card.
- g. Use of University mail service and facilities.
- h. If teaching half-time or more, membership in the Faculty Assembly.
- i. Internet account and e-mail address.
- j. Other privileges for part-time faculty which may be approved by the President of the University.

G. English Language Proficiency

Texas Education Code Policy

As an institution of higher education in the State of Texas, Sul Ross State University is required to certify upon hiring that all faculty members, both part-time and full-time, are proficient in the English language, in compliance with *HB 638 Texas Education Code*, Section 51.917.

Section 51.917 FACULTY MEMBERS; USE OF ENGLISH of the *Texas Education Code* reads, in part, as follows:

- (1) "'Faculty member' means a person who teaches a course offered for academic credit by an institution of higher education, including teaching

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assistants, instructors, lab assistants, research assistants, lecturers, assistant professors, associate professors, and full professors."

- (2) "The governing board of each institution of higher education shall establish a program or a short course the purpose of which is to:
 - (a) assist faculty members whose primary language is not English to become proficient in the use of English; and
 - (b) ensure that courses offered for credit at the institution are taught in the English language and that all faculty members are proficient in the use of the English language

In addition, Section 51.917 states that

- (c) "A faculty member may use a foreign language to conduct foreign language courses designed to be taught in a foreign language.
- (d) This section does not prohibit a faculty member from providing individual assistance during course instruction to a non-English-speaking student in the native language of the student."

Procedure for Proficiency Certification

It is the responsibility of academic deans and department chairs to assess and certify the English proficiency of all faculty, according to the following procedure:

- (1) The chair of the department from which the employment recommendation originates shall provide to the appropriate college dean a written statement that the person being recommended for employment has been assessed for English-language proficiency. The following template may be used:

"I have assessed the proficiency of _____ in using English to instruct students in courses or laboratories that he [or she] conducts for this department and have found that he [or she] can clearly express himself [or herself] in the English language and is qualified to fulfill his [or her] teaching assignment."

This assessment may be made by observing an applicant's English proficiency in personal conversation, in departmental interviews, or in any oral presentations required for the application or by any other method, such as testing, that the departmental chair or the college dean deems necessary, in accordance with Section 51.917.

- (2) Each written recommendation for the employment of both full-time and part-time faculty will bear a certification from the appropriate college dean

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that the English-language proficiency of the person being recommended has been evaluated and that the person is qualified to fill the vacant position.

Program for Lack of Proficiency

As specified above, Section 51.917 of the *Texas Education Code* requires that "The governing board of each institution of higher education shall establish a program or a short course the purpose of which is to: (1) assist faculty members whose primary language is not English to become proficient in the use of English; and (2) ensure . . . that all faculty members are proficient in the use of the English language, as determined by a satisfactory grade on the 'Test of Spoken English' of the Educational Testing Service or a similar test approved by the board."

Should it be determined by the appropriate college dean and departmental chair that a prospective faculty member not be in compliance with the requirement for English-language proficiency, the college dean or departmental chair may require that the prospective faculty member prove his or her language proficiency by one of the testing methods specified in Section 51.917 before the proficiency certification described above is completed.

In accordance with Section 51.917, the prospective faculty member shall bear the cost of testing.

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SRSU Policy: Faculty Grievance Policy
SRSU Policy ID: FH 2.20
Policy Reviewed by: Executive Vice President and Provost
Approval Authority: President of the University
Approval Date: April 5, 2016
Next Review Date: April 5, 2021

Under specified conditions, faculty may aggrieve termination of employment or conditions of work under the following policies and procedures.

As with all policies and procedures in component institutions, this policy is superseded by the authority of the Rules and Regulations as established by the Texas State University System Board of Regents.

2.20.1 Termination of Faculty Member and Grievance Processes.

A. Faculty Member Defined.

"For purposes of this *Paragraph*, 'faculty member' means a person employed full-time by a System Component as a member of the faculty, including professional librarians, whose duties include teaching, research, administration, or the performance of professional services. It does 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 chancellor, president, provost, vice president, associate or assistant vice president, dean, associate or assistant dean" (*Rules and Regulations*, V.4.41).

B. Termination of Faculty Through Non-Renewal of Contract.

"A faculty member may present a grievance, in person, to the President of the University on an issue related to non-renewal or termination of the faculty member's employment at the end of his or her contract period" (*Rules and Regulations*, V.4.42).

1. Grievance Process for Non-Renewal of Contract.

"The faculty member shall file the grievance through the Director of Human Resources who shall transmit the grievance to the President of the University. "The president shall designate a member of his or her administration as a hearing officer to consider grievances under this *Chapter*" (*Rules and Regulations*, V.4.44).

- a. "No later than thirty (30) business days after the grievant learns (or in the exercise of reasonable care should have learned) of the action or condition giving rise to the grievance, he or she shall file

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the grievance on a form prescribed by the University, providing supporting documentation, if any" *Rules and Regulations*, V.4.441).

- b. "The hearing officer will meet with the grievant at a mutually convenient time to review any documentation or other evidence that the grievant may present in support of his or her position" (*Rules and Regulations*, V.4.442).
- c. "The hearing officer may not recommend changing the administration's action regarding non-renewal or termination of employment unless the faculty member establishes a prima facie case—that is, presents evidence sufficient to establish a claim in the absence of rebuttal by the University—that he or she has been denied a right guaranteed by the constitutions or laws of the United States or of the State of Texas" (*Rules and Regulations*, V.4.443).
- d. "If he or she finds that the grievant has established a prima facie case, the hearing officer shall determine whether the administration has stated a nondiscriminatory reason for its decision and so advise the president" (*Rules and Regulations*, V.4.444).
- e. "The president shall make the final decision regarding the grievance" (*Rules and Regulations*, V.4.445).
- f. "A grievance under this *Paragraph* is not a due process hearing" (*Rules and Regulations*, V.4.45).

- C. Termination of a tenured faculty member and of all other faculty members before the expiration of the stated period of their appointment, and Due Process Procedures.

A faculty member whose employment is terminated prior to the end of his or her contract period shall be entitled to invoke the full due process procedures provided to tenured faculty under the *Rules and Regulations of the Texas State University System*.

- 1. **Grounds.** "Termination by the University of the employment of a tenured faculty member and of all other faculty members before the expiration of the stated period of their appointment, except by resignation or retirement, will be only for good cause shown. Good cause includes but is not limited to the following:
 - a. "Failure to work efficiently or effectively;
 - b. "Insubordination;

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- c. "Serious professional or personal misconduct, examples of which include":
 - (1) "Commission of a misdemeanor involving moral turpitude, or a felony;
 - (2) "Failure to secure and maintain Federal, State, or local permits required in the discharge of teaching, research, or other professional duties, including failure to maintain appropriate documentation;
 - (3) "Willful destruction of Component property or violent disruption of the orderly operation of the campus;
 - (4) "Violation of the System's ethics policy (*Chapter VIII* of the *TSUS Rules and Regulations*), including acceptance or solicitation of gifts that might tend to influence the discharge of one's professional responsibilities;
 - (5) "Stealing and publishing as one's own the intellectual property of another;
 - (6) "Misuse or misappropriation of state property, resources, funds, including funds held by a faculty member as part of official duties;
 - (7) "Sexual harassment, as defined by Section 4.4 of Chapter VII of the Rules and Regulations of the Texas State University System; and,
 - (8) "Racial harassment as defined by Section 4.3 of Chapter VII of the Rules and Regulations of the Texas State University System.
- d. "Professional incompetence and/or neglect of professional duties;
- e. "Mental or physical disablement of a continuing nature adversely affecting to a material and substantial degree of the performance of duties or the meeting of responsibilities to the institution, or to students and associates;
- f. "Illegal use of drugs, narcotics, or controlled substances. A faculty member who, by a preponderance of the evidence, under . . . *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 *Rules and Regulations*. If, in the judgment of the President or the Board of Regents, the best interests of the students or the Component or the System so dictate, the employee may be

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- g. immediately removed from contact with students and other employees, pending resolution of disciplinary proceedings; and, "Intentionally or knowingly violating any Board or administrative order, rule, or regulation, including the provisions of *Chapter V, Section 2.144* of the *Rules and Regulations [of the Texas State University System]*. The employee is presumed to have knowledge of such Board or administrative order, rule, or regulation that is published in these *Rules and Regulations* or is a published policy of the University" (*Rules and Regulations*, V.4.51).

2. **Suspension.** "A 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. An employee who is suspended or discharged from a particular duty or job at the Component may be suspended or discharged from all other duties or jobs in the Component for the same or other good cause. The President shall, as soon as possible, notify both the Chancellor and the Vice Chancellor and General Counsel of any such actions" (*Rules and Regulations*, V.4.52).
3. **Summary Dismissal.** "In cases of good cause where the facts are admitted by the faculty member, summary dismissal may follow" (*Rules and Regulations*, V.4.53).
4. **Hearing Tribunal.** "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, will 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. At such a hearing:
 - a. "The hearing tribunal shall not include any accuser of the faculty member. The faculty member may challenge the alleged lack of fairness or objectivity of any tribunal member, provided such challenge is made prior to the submission of any evidence to the tribunal. The faculty member shall have no right to disqualify such member from serving on the tribunal. Each such challenged member shall 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.
 - b. "The faculty member shall have a right to attend the hearing; confront and cross-examine adverse witnesses; present relevant evidence on his or her own behalf; testify or choose not to testify; and, be assisted or represented by counsel. The hearing shall be

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closed although the faculty member may request that it be open to the public. Notwithstanding a faculty member's request, the tribunal may close all or a portion of a hearing to deliberate or if it appears likely that privacy interests of others are relevant and could be affected by an open hearing.

- c. "The . . . [University], through a representative and/or through counsel, shall have the right to attend proceedings; present witnesses and evidence against the faculty member; and cross-examine the faculty member (if the faculty member testifies) and his or her witnesses.
- d. "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 faculty member's tenure as well as any supplementary suggestions it may have concerning the case. The original of such findings, the recommendation, any supplementary suggestions, and the record of the hearing shall be delivered to the President and a copy thereof sent to the faculty member. Any minority findings, recommendations, or suggestions shall be distributed in the same manner.
- e. "A stenographic or electronic record of the such record shall be made accessible to the faculty member" (*Rules and Regulations*, V.4.54).

- 5. **Review by President.** "The President shall review the record, plus any additional written briefs the parties wish to submit, and render a decision, stating his or her reasons therefore in writing and communicating the same to the faculty member. The President may recommit the matter to the same tribunal to hear additional evidence and/or to reconsider its findings, recommendations, or suggestions, if any. The original findings, recommendations, and suggestions of the hearing tribunal, a transcript of the hearing, any briefs submitted, and the decisions, recommendations, findings, and suggestions of the President shall be delivered to the Board" (*Rules and Regulations*, V.4.55).

- 6. **Appeal to the Board.** "Upon written request by the faculty member, received in the System Administrative Office within thirty (30) calendar days of the faculty member's receipt of the President's decision, the Board shall review the record before it. Such request should specifically address 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. By a majority of the total membership, the Board may approve, reject, or amend any decisions, findings, recommendations, and suggestions before it, or recommit the matter to the President for reconsideration or the hearing of additional evidence. The Board shall

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notify the faculty member in writing of the reasons for its decision" (*Rules and Regulations*, V.4.56).

2.20.2 Grievances of Issues Other Than Termination of Employment.

"Every employee of each Component, individually or through a representative that does not claim the right to strike, shall be entitled to present grievances to a [grievance] officer designated by the president concerning such employee's wages, hours of work, or conditions of work. Such grievances shall not involve formal hearings" (*Rules and Regulations*, V.2.15). The faculty member shall file the grievance through the Director of Human Resources, who shall transmit the grievance to the President of the University.

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SRSU Policy: Performance Evaluation of Tenured Faculty

SRSU Policy ID: FH 2.21

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: July 19, 2013

Next Review Date: July 19, 2018

The evaluation of all tenured faculty shall be part of the University's annual Academic Evaluation System. For tenured faculty an unsatisfactory annual evaluation demonstrates that the faculty member under review has not performed the responsibilities expected of a faculty member at Sul Ross State University conscientiously and with professional competence.

When a tenured faculty member has fallen below performance expectations, then an intensive, professional, peer review shall be made intended to restore that faculty member to an acceptable level of professional productivity. This peer review shall recognize that Sul Ross State University has invested considerable time and effort to recruit and retain capable, tenured faculty members. Therefore, the primary objective of peer review in the performance evaluation of tenured faculty shall be to conserve this investment and guarantee that all tenured faculty remain active, productive scholars and teachers.

A. Procedure for the Performance Evaluation of Tenured Faculty

1. Satisfactory Annual Evaluation.

All tenured faculty shall be evaluated annually as part of the Academic Evaluation System. When this annual evaluation indicates that the tenured faculty member's performance is satisfactory, then no further action is necessary.

2. Unsatisfactory Annual Evaluation, Year One.

When a tenured faculty member receives an annual evaluation of "no merit" from both the department chairperson and the appropriate college dean, this will be understood as a warning that the tenured faculty member may not be performing the responsibilities of a faculty member conscientiously or competently. The department chairperson and the dean may exempt a faculty member from review when substantive mitigating circumstances exist.

a. Department Meeting.

The department chairperson shall meet with the faculty member to discuss the recent annual evaluation and attempt to identify the problem areas revealed by the evaluation. All tenured faculty members from the department may attend this meeting, to provide assistance and advice as the department's Peer Review Committee.

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b. Peer Review Committee.

The Peer Review Committee shall include all tenured members in the department. If the department does not have enough tenured faculty members to form a Peer Review Committee of at least three members, then the department chairperson and the college dean shall form a Peer Review Committee of tenured faculty members from other, related departments within the college. At the initial meeting, the Peer Review Committee shall elect a chairperson and secretary to serve for one year from the date of election. Minutes shall be recorded and deposited in the department's files, along with all other appropriate materials.

c. Department Chairperson.

If the faculty member is the department chairperson and receives a "no merit" evaluation from the college dean, then the dean shall refer that evaluation and the appropriate materials to the college Tenure and Promotion Committee for further evaluation. The Tenure and Promotion Committee shall forward its evaluation to the Executive Vice President and Provost. If the Tenure and Promotion Committee concurs with the dean's original evaluation, then the Executive Vice President and Provost shall instruct the dean to convene the department Peer Review Committee to initiate the review process for the chairperson.

3. Unsatisfactory Annual Evaluation, Year Two.

Notification.

When a tenured faculty member has a second, consecutive "no merit" evaluation from both the department chairperson and the college dean, then the process of professional peer review shall be intensified. The department chairperson shall give written notice of the unsatisfactory evaluation to the faculty member and to the chairperson of the Peer Review Committee. The notice shall provide specific details of the faculty member's professional deficiencies and a charge to complete the professional peer review in a timely manner.

4. Professional Peer Review

a. Results.

The professional peer review will reach one of three possible conclusions:

- (1) No deficiencies are identified. The Peer Review Committee shall inform the faculty member, department chairperson, and college dean in writing. This decision by the Peer Review Committee

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supersedes the original annual evaluation.

- (2) Some minor deficiencies are identified. The Peer Review Committee shall indicate to the faculty member, the department chair, and the dean, in writing, the deficiencies found and the appropriate action required.
- (3) Substantial and chronic deficiencies are identified. The Peer Review Committee shall give written notice of deficiencies to the faculty member, the department chairperson, and the dean. In this instance, the faculty member, the Peer Review Committee, and the department chairperson shall work together to construct a professional development plan acceptable to the dean.

b. Professional Development Plan.

The professional development plan is an agreement setting objectives to remedy specific deficiencies indicated in the faculty member's evaluation. Based on the collaboration among the faculty member, the Peer Review Committee, the department chairperson, and the college dean, the plan should reflect the professional goals of the faculty member, the concerns of the review committee, and the faculty member's contribution to the department and the University. The faculty member shall sign the professional development plan and make a good-faith effort to work towards its successful completion.

Specifically, the professional development plan shall (1) identify deficiencies, (2) establish remedies for these deficiencies, (3) set a time line to achieve these objectives, and (4) stipulate the institutional resources which can be used to assist the plan.

c. Progress and Assessment.

The faculty member, chairperson of the Peer Review Committee, and the department chairperson shall meet at least twice each semester after the professional development plan has been implemented to assess progress. A progress summary shall be sent to the other members of the Peer Review Committee and the college dean.

d. Plan Completion.

When the results of the next annual performance evaluation are available, the department chairperson shall compare the objectives of the professional development plan and the results of the recent evaluation. If

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the plan's objectives have been met, then the chairperson shall notify the faculty member, the Peer Review Committee, and the college dean.

5. Unsatisfactory Annual Evaluation, Year Three

"No Merit" Evaluation.

Should the faculty member receive a third, consecutive "no merit" annual performance rating, the professional development plan shall continue, with the modifications suggested by the Peer Review Committee. The adjusted professional development plan shall continue to be monitored until the next annual evaluation.

6. Unsatisfactory Annual Evaluation, Year Four.

a. "No Merit" Evaluation.

If there is a fourth, consecutive "no merit" evaluation, the department chairperson, the college dean, and the Peer Review Committee shall meet to assess the situation. If the Peer Review Committee, the department chairperson, and the dean agree that the faculty member has failed to meet the objectives of the professional development plan, then dismissal may result. Failure to meet the goals of the professional development plan is evident when the Peer Review Committee, the department chairperson, and the dean agree that the existing deficiencies in the completion of the plan demonstrate that the faculty member under review has not performed conscientiously and with professional competence the responsibilities expected of a faculty member at Sul Ross State University.

b. Termination Proceedings.

If the Peer Review Committee, the department chairperson, and the college dean agree that the faculty member has failed to meet the objectives of the professional development plan, the Peer Review Committee shall recommend that a mutually agreeable separation is desirable. If such an agreement cannot be reached, the Peer Review Committee shall recommend that the faculty member be terminated by the University under appropriate Board of Regents policies governing tenure, academic freedom, and academic responsibility.

c. Burden of Proof.

The burden of proof is on the University to show that the tenured faculty member has not performed conscientiously and with professional competence.

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d. Counsel.

The faculty member may have legal counsel or other appropriate counsel present at any stage during this professional review process.

e. Nonbinding Alternative Dispute Resolution.

A faculty member subject to termination on the basis of this evaluation process must be given the opportunity for referral of the matter to a nonbinding, alternative-dispute-resolution process as described in Chapter 154, Civil Practice and Remedies Code. If the faculty member, the Peer Review Committee, the department chairperson, and the college dean agree, another type of alternative-dispute-resolution method may be selected.

f. Specific Reasons.

The Board of Regents of the Texas State University System must give specific reasons in writing for any decision to terminate a faculty member on the basis of this Policy for the Performance Evaluation of Tenured Faculty.

g. Effective Date.

This Policy for the Performance Evaluation of Tenured Faculty shall take effect August 25, 1998.

FH 2.22 Sexual Harassment Policy (Please refer to *Administrative Policy and Procedure Manual* [Chapter 5.09](#)).

FH 2.23 Policy on Sexual Harassment of Students (Please refer to *Administrative Policy and Procedure Manual* [Chapter 4.08](#)).

FH 2.24 Policy on Prohibition of Racial Harassment (Please refer to *Administrative Policy and Procedure Manual* [Chapter 4.09](#)).

FH 2.25 Disabilities Accommodation Policy for Students (Please refer to *Administrative Policy and Procedure Manual* [Chapter 4.12](#)).

FH 2.26 Student Grievance Procedure (Please refer to *Administrative Policy and Procedure Manual* [Chapter 4.07](#)).

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SRSU Policy: Classroom Discipline

SRSU Policy ID: FH 2.27

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: July 11, 2013

Next Review Date: July 11, 2018

The policies, rules, and regulations governing student conduct and discipline are laid out in the *Texas State University System Rules and Regulations*, Chapter six, Section five. As a component member of the Texas State University System, Sul Ross State University adheres to the principle that "Each student is expected to act in a manner consistent with the Component's function as an educational institution" (*TSUS Rules and Regulations*, Chapter VI, Section 5.2) at all times, both in and out of the classroom.

Under these *Rules and Regulations*, a student is subject to discipline if he or she engages in student misconduct. Behaviors classified as misconduct include but are not restricted to the following:

1. "Failure to comply with the direction of a Component official acting in the performance of his or her duties; or, failure to heed an official summons to the office of a Component official within the designated time" [*Rules and Regulations*, Chapter VI, Section 5.2(3)].
2. "Harassment where the individual threatens or bullies, in person, by telephone, electronically, in writing, or by other means, to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient" [*Rules and Regulations*, Chapter VI, Section 5.2(19)].
3. Disorderly conduct and disruptive activities on University property that "inhibit or interfere with the educational responsibility of the Component community or the Component's social-educational activities." These behaviors "shall include but not be limited to: using abusive, indecent, profane or vulgar language; making offensive gestures or displays that tend to incite a breach of the peace; perpetrating fights, assaults, acts of sexual violence, abuse, or threats; or evincing some obviously offensive manner or committing an act that causes a person to feel threatened. Such prohibition includes disorderly classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or related classroom activities" [*Rules and Regulations*, Chapter VI, Section 5.2(21)].
4. Academic dishonesty. "The Component expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. The Component may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating, plagiarism, collusion, falsification of research data, or the abuse of

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resource materials on an examination or other academic work" (*Rules and Regulations*, Chapter VI, Section 5.3).

Further explanation of the policies, rules, and regulations of the Texas State University System that govern student conduct and discipline are laid out in the *Texas State University System Rules and Regulations*, Chapter VI, Sections 5.3-5.15.

FH 2.28 Student Travel and Off-Campus Activities Guidelines (Please refer to
Administrative Policy and Procedure Manual [Chapter 4.11](#)).

FH 2.29 Textbooks (Please refer to *Administrative Policy and Procedure Manual*
[Chapter 3.09](#)).

FH 2.30 Externally Sponsored Grants and Contracts (Please refer to *Administrative Policy and Procedure Manual* [Chapter 2.21.1 preaward](#) [Chapter 2.21.2 postaward](#)).

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SRSU Policy: Human and Animal Subjects Review

SRSU Policy ID: FH 2.31

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: July 15, 2013

Next Review Date: July 15, 2018

Sul Ross State University has a commitment to ensuring that all research using animal or human subjects be conducted in compliance with the Animal Welfare Act and the Code of Federal Regulations, Part 46, Department of Health and Human Services (DHHS). All research involving human or animal subjects must receive institutional approval prior to the beginning of the research.

Research Involving Animals

If student or faculty research involves the use of animals, either in the lab or in the field, the researcher may be required to obtain approval for the research protocol from the Institutional Animal Care and Use Committee (IACUC) prior to the start of the study. A student researcher should consult his or her advisor about the proper procedure. Both faculty and student researchers who use animal subjects should seek IACUC approval before beginning the research. Information concerning the protocol for the use of animal subjects may be found on the University website under [Graduate Research Resources](#).

Research Involving Human Subjects

If student or faculty research involves human subjects, the researcher must obtain approval for the research protocol from the Institutional Review Committee prior to the start of the study. A student researcher should consult his or her advisor about the proper procedure. Both faculty and student researchers who plan to use human subjects in research should fill out the Application for Review of Research Using Human Subjects and send it to the chairperson of the Institutional Review Committee. The application and the Federal Regulations Concerning Human Subjects may be found on the University website under [Graduate Research Resources](#).

The [Application for Review of Research using Human Subjects](#) is also available in the Appendix of the *Faculty Handbook*.

FH 2.32 Travel Regulations (Please refer to *Administrative Policy and Procedure Manual* [Chapter 3.01](#)).

FH 2.33 State Sales Tax Exemptions and Responsibilities (Please refer to *Administrative Policy and Procedure Manual* [Chapter 3.08](#)).

FH 2.34 Fundraising Policy (Please refer to *Administrative Policy and Procedure Manual* [Chapter 2.26](#)).

FH 2.35 Cash-Handling Procedures (Please refer to *Administrative Policy and Procedure Manual* [Chapter 3.07](#)).

FH 2.36 Employee Assistance Program Policy (Please refer to *Administrative Policy and Procedure Manual* [Chapter 5.11](#)).

FH 2.37 Tobacco-Free Policy (Please refer to *Administrative Policy and Procedure Manual* [Chapter 2.05](#)).

FH 2.38 Sexual Misconduct Policy (Please refer to *Administrative Policy and Procedure Manual* [Special to the APM--TSUS Sexual Misconduct Policy](#)).

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SRSU Policy Name: Division of Library and Research Technologies

SRSU Policy ID: FH 3.01

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: March 8, 2017

Next Review Date: March 8, 2022

The Division of Library and Information Technologies is located in the Bryan Wildenthal Memorial Library and consists of Public Services (including Reference Services, Interlibrary Loan, and Circulation Services), Technical Services and Collection Development, and the Archives of the Big Bend. The purpose of the Division is to provide the learning resources, facilities, services, and technologies necessary to support the research and informational needs of the University, the Alpine community, and the Big Bend area.

A. Bryan Wildenthal Memorial Library

The primary purpose of the Bryan Wildenthal Memorial Library is to contribute to the instructional and research programs of the University by collecting, organizing, making readily available, and assisting in the use of books, periodicals, electronic services, and other information resources needed by the students, faculty, and staff of the University (including those at Rio Grande College or taking Distance Education courses). The library also participates in the cooperative sharing of information resources through Interlibrary Loan.

Secondarily, the library seeks to provide resources, services, and information relevant to the general informational and recreational needs of the University, the Alpine community, and the Big Bend Area.

1. Public Services librarians and staff members manage and maintain print and electronic reference resources, the circulating book collection, audio-visual materials, serials, electronic resources, the Juvenile and Curriculum collections, and maps. Librarians assist patrons with locating information, planning research strategies, and using electronic resources. They also teach library research skills, conduct tours of the facilities, create research guides, and assist faculty in making library resources available in Blackboard and integrating research into their courses. Circulation Services staff manage and circulate reserve materials, circulating books, and audio-visual materials. Interlibrary Loan staff obtain materials that the library does not own for Sul Ross students, faculty, and staff and provide delivery services for documents as needed.
2. Technical Services and Collection Development are responsible for identifying, acquiring, cataloging, and processing materials for the collections of the library and the Archives of the Big Bend. Other functions include creating and

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maintaining records in the library's electronic catalog, repairing or withdrawing torn or damaged materials, binding journals, receiving and acknowledging gifts and donations, and assisting faculty with the selection and purchase of appropriate materials.

3. Specific objectives of the library are to provide the following resources and services:
 - a. A strong, well-balanced core collection of materials in a variety of formats to support the teaching function of the University.
 - b. In-depth collections in disciplines offering Master's degrees.
 - c. Up-to-date reference and general information sources to support the informational and recreational needs of the University, the Alpine community, and the Big Bend area.
 - d. Such special collections as are deemed essential to fulfill the purpose of the library and archives.
 - e. Convenient bibliographic and, where feasible, full-text access to all collections for both on-campus and distance users (including Rio Grande College students, faculty, and staff) through effective utilization of the campus network and adequate library hours.
 - f. Professional assistance in locating and using library materials and other information resources during all hours the library is open.
 - g. Providing 24-hour access to an online collection of journals and eBooks, along with tutorials for using both, for when the library is not open.
 - h. An active program of partnering with faculty to provide instruction on library resources and research for classes.
 - i. Services for locating and obtaining materials from other libraries through a strong Interlibrary Loan department.
 - j. Facilities to allow the appropriate duplication of materials.
 - k. A friendly and professionally trained staff to develop and administer the resources and services of the library.

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4. Other Services Provided by the Library

- a. Copying, faxing, and lamination services are provided for a fee. Flash drives are also available for a fee.
- b. Viewing rooms are available for viewing audiovisual materials, and study rooms are available for collaborative learning.
- c. An accessible workstation featuring text-to-speech facilities, poor-vision enhancement, and other services is provided.
- d. Microfilm readers and printers and a typewriter are available.
- e. A welcoming, safe environment gives students a place to gather, relax, and learn that is outside of the traditional classroom.

B. Archives of the Big Bend, located on the second floor of the Library

The Archives of the Big Bend collects, preserves, arranges, describes, and makes available for use research materials, including manuscript collections, photographs, oral histories, maps, and the University Archives. The primary area of scope is the Big Bend region of Texas; secondary areas include the area west of the Pecos River and east of El Paso County in Texas and related areas of northern Mexico. The Archives holdings document the unique history and diversity of cultures in the region.

Collections are available for use in the reading room under supervision by Archives staff. Patrons include Sul Ross students, faculty, and staff; the general public; and visiting scholars and students. Services include reference assistance, instruction to patrons on the proper handling and use of archival materials, and general or course-specific presentations on Archives holdings. Arrangements for class activities may be made by contacting the Archivist.

Hours are 9:00 a.m. to 5:00 p.m., Monday through Friday, and by appointment.

FH 3.03 Computer Equipment Replacement Policy. Removed from APM 6/2015.
Manual Chapter 3.04). Under Revision

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SRSU Policy Name: Web-Course Design and Technical Support Services

SRSU Policy ID: FH 3.04

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: March 8, 2017

Next Review Date: March 8, 2022

Sul Ross State University offers a variety of services to faculty for online course development and support. Through multiple Title V grants on campus and OIT services faculty have access to hardware, software, and instructional design services.

I. Hardware

The Title V grants have purchased hardware to aid in the development of online courses. Interested faculty or any faculty member assigned an online course should check with his or her department chair to see if any of this equipment is available to him or to her. Examples of the types of equipment that might be available include the following:

- webcams
- camcorders
- digital voice recorders
- headsets with microphones
- laptops for checkout

II. Software

Sul Ross State University uses Blackboard 9 as the course management system. Each faculty member automatically gains access to Blackboard shells (created for all courses) once he or she is assigned as the instructor of record in the Banner system. Faculty requiring assistance with access, course development, or instructional design should refer to the [Blackboard login page](#) for technical support contact information. The [Academic Technology Orientation Manual](#) is also located on that page.

In addition, Sul Ross has purchased site licenses for software to aid in the development of online courses. Faculty members should check with their department chairs or the Lobo

Technology Assistance Center (LTAC) (432-837-8888; Toll Free 1-888-837-2882) to see which of the following software programs are available to them:

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Adobe Creative Cloud includes Photoshop, Dreamweaver, InDesign, Fireworks, Flash, Acrobat Professional, and a few others. Faculty members may call LTAC to have this installed on their work computers.

Blackboard Collaborate web-conferencing / lecture-capture software allows an instructor to connect through the web in real time with students and/or record a lecture to be streamed later to the students. This software is available in every course in Blackboard. For assistance faculty members should contact the Faculty Technology Zone (432-837-8523).

Office 365 / The full suite of Office 365 applications are now available for FREE download by active students, staff, and faculty. The MS Office 365 suite offered through SRSU includes the following: Word, Excel, PowerPoint, Outlook, OneNote, Access, Publisher. With Office 365 Online Apps faculty members get up to 1 TB of cloud-based storage using their personal OneDrive application.

Respondus is a program that facilitates adding exams and quizzes to a Blackboard course. For assistance faculty members should contact the Faculty Technology Zone (432-837-8523).

Instructional Design Services

Instructional designers consult with faculty on the best practices for online courses and also respond to technical questions. Faculty workshops are held every semester, and online course-development resources are also available. Topics vary, but specific, one-on-one help is available by calling the Faculty Technology Zone (432-837-8523) or the Lobo Technology Assistance Center (LTAC) helpdesk (432-837-8888; Toll Free 1-888-837-2882).

FH 3.05 Web Page Publishing Guidelines (Please refer to *Administrative Policy and Procedure Manual* [Chapter 7.06](#)).

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SRSU Policy: **Tutoring and Learning Center**
SRSU Policy ID: **FH 3.06**
Policy Reviewed by: **Executive Vice President and Provost**
Approval Authority: **President of the University**
Approval Date: **July 25, 2017**
Next Review Date: **July 25, 2022**

The Academic Center for Excellence maintains the Tutoring and Learning Center (TLC) for Sul Ross State University students who wish to seek help outside the classroom for problems with life skills and study skills as well as tutoring in such academic areas as reading, writing, and mathematics. This tutoring center is located on the first floor of the Bryan Wildenthal Memorial Library, is staffed by student tutors, and is open to students of all disciplines. The Services of the TLC are provided at no cost to SRSU students.

The TLC's tutor training program has been certified by the College Reading and Learning Association's International Tutor Training Certification Program (CRLA/ITTCP) at Level One. All tutors are either certified at the CRLA/ITTCP Level One or are in the process of being certified. Tutors are available to help their fellow students in a variety of courses. The TLC attempts to have tutors in reading, writing, and math available during all Center hours. Dependent upon the discipline specialties of the tutors, they are often able to help in other academic areas such as the sciences and humanities.

A primary goal of the Tutoring and Learning Center is to help students to improve their academic skills. Therefore, students seeking help with writing, for example, will obtain assistance in developing such skills as prewriting and writing strategies, document organization, correct documentation formatting, and proofreading and editing but will not be able to leave their papers for editing. Students seeking help with reading or mathematics will be guided to strategies for enhancing their reading comprehension or strengthening their understanding of mathematics, but tutors will not do the work for them.

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SRSU Policy Name: Graduate Student Center

SRSU Policy ID: FH 3.07

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: March 9, 2017

Next Review Date: March 9, 2022

The mission of the Graduate Student Center at Sul Ross State University is to increase access to post-baccalaureate programs and to foster graduate-student success by developing and providing pro-active support services in a centralized location.

I. Facilities and Equipment

The Center is equipped with desktop and laptop PCs, wireless Internet, a conference room for group study or meetings, satellite phone and personal locator beacon for check-out to graduate students doing field work in remote locations, and a projector and screen for student presentation rehearsals and workshops. The Center is also equipped with a networked printer/copier/scanner for student use.

II. Graduate Student Services and Resources

In addition to providing a location for graduate students to study and work, the Center also provides graduate student services, including mentoring, workshops, and direct assistance in writing and thesis preparation.

The Graduate Student Center offers information and assistance to graduate students both face-to-face and through email and the Center web site, which is particularly helpful for students at a distance.

A. Online Services

Through the Graduate Center and College of Graduate Studies websites students can get access to the following services:

- a list of graduate programs and advisers' contact information
- writing and thesis preparation guidance
- information about graduate-student fellowships
- applications for fellowships
- a list of field and lab research resources, and
- workshops designed to help students succeed in graduate studies.

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The Graduate Student Center also maintains several social media sites, including Facebook and Instagram, to provide announcements and information for graduate students.

B. In-house Services

Students may get help in person by going to the Graduate Student Center in the Briscoe Administration Building, Room 104.

The Dean of Graduate Studies is housed in the Center and is available to provide students with information concerning graduate programs and to assist students in resolving problems encountered in graduate school.

The thesis-support coordinator is also located in the Center and can work with students to edit and format their theses for submission to the thesis committee, the Dean of Graduate Studies, and ProQuest, which is the online repository for SRSU theses.

Graduate Center staff offer workshops on topics such as financing graduate school, conducting library research, creating a résumé or e-Portfolio, and searching for a job.

Blackboard support staff members provide technical support for students enrolled in online courses and graduate faculty developing or delivering online content.

Center staff refer students to other resources and offices when appropriate and create new services and workshops as the need arises.

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SRSU Policy Name: Academic Center for Excellence

SRSU Policy ID: FH 3.08

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: March 8, 2017

Next Review Date: March 8, 2022

The Academic Center for Excellence (ACE) offers numerous academic support programs. The Center's committed faculty members teach developmental education courses in reading, writing, and mathematics. Tutoring is available in the Tutoring and Learning Center (TLC) on the first floor of the Bryan Wildenthal Library. Academic Enhancement Seminars offer study skills workshops to students. Students up for an academic challenge should check out the SRSU Honors Program.

Organizationally, ACE is based in the School of Arts and Sciences.

I. Developmental Education

At Sul Ross State University, the Developmental Education program is housed in the Academic Center for Excellence (ACE). The Center aids students in gaining the academic knowledge, study skills, and critical thinking capabilities needed for success in college-level courses.

ACE offers developmental education courses in reading, writing, and mathematics.

A student's placement into any of these courses is determined by the student's placement scores on the Texas Success Initiative Assessment (TSIA), the only State-authorized placement test.

II. Honors Program

The Sul Ross State University Honors Program, administered through the Academic Center for Excellence, is a challenging and exciting integrative program of academic experiences designed to stimulate the more motivated student. This program offers the outstanding student an opportunity to take intellectually motivating academic classes and seminars. It is not an accelerated program but an in-depth approach to the understanding of ideas and relationships. It offers students a chance to go beyond the norms of traditional classroom experience and explore more challenging concepts and issues while applying critical thinking to the learning experience.

Students in the SRSU Honors Program have the opportunity to participate in honors sections of courses offered by individual departments. A second option is for students to enter into an Honors Contract with the faculty member of a regular course in which the student is already registered.

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In order to earn the distinction *Graduate in Honors Studies*, with the designation imprinted on his or her transcript, a student must meet the following requirements:

- complete a minimum of 24 semester credit hours in honors classes with a GPA of 3.50 or higher,
- have a cumulative GPA of 3.30 or higher,
- complete an Honors Activities Form each semester, AND
- meet twice each semester with the SRSU Honors Program Director for advising.

A. Eligibility Requirements

Entering Freshmen: To qualify for the Honors Program, entering freshmen must meet one of the following criteria:

- be in the top 10% of their High School graduation class, **OR**
- have a composite score of 23 or better on the ACT, **OR**
- have a combined score of 1200 or higher on the Evidence-Based Reading and Writing (EBRW) and Mathematics sections of the SAT.

Continuing Students or Transfer Students should have a minimum of 3.30 or higher cumulative GPA.

All Applicants must

- complete the Honors Program application,
- write an essay,
- provide at least one reference, and
- be TSI clear.

B. Scholarships

Honors Scholarships are awarded on an annual basis by the Sul Ross Honors Council. Students wishing to compete for scholarships should submit an application and essay to the University Honors Council of the Faculty Assembly (via the online Scholarship Application). **Students awarded an Honors Scholarship are required to join the SRSU Honors Program.**

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III. Academic Support and Services

A. Tutoring and Learning Center

The Tutoring and Learning Center (TLC) is located on the first floor of the Bryan Wildenthal Library and staffed by student tutors. These tutors help students improve their academic skills as well as other life and study skills that are needed for success in higher education. The TLC's tutor training program has been certified by the College Reading and Learning Association's International Tutor Training Certification Program (CRLA/ITTCP) at Level One. All tutors are either certified at the CRLA/ITTCP Level One or are in the process of being certified. Tutors are available to help their fellow students in a variety of courses. The TLC attempts to have tutors in reading, writing, and math available during all Center hours. Dependent upon the discipline specialties of the tutors, they are often able to help in other academic areas such as the sciences and humanities.

B. Academic Enhancement Seminars

Periodically throughout the fall and spring semesters ACE faculty offer Academic Enhancement Seminars. In these seminars students are offered the opportunity to learn a variety of study skills needed to succeed in higher education. The seminars cover various topics, including, but not limited to, time management, study habits, note taking, sentence structure, comma usage, memory skills, and finals preparation. These workshops are offered free of charge to all SRSU students and last approximately one hour.

C. Lobo Literati League

Sul Ross State University's book club is the Lobo Literati League. The Lobo Literati League is open to the SRSU community, including students, faculty, and staff. The League is sponsored by the SRSU Honors Program as well as the Office of Residential Living, and its purpose is to share the joy of reading. Each academic year participants read six books, three fiction and three non-fiction, selected each year by vote by the entire SRSU community. The League meets for one hour three times during long semesters to discuss the current selection. Students are encouraged to volunteer to act as moderators.

SUL ROSS STATE UNIVERSITY

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SRSU Policy Name: Counseling and Accessibility Services

SRSU Policy ID: FH 3.09

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: April 12, 2017

Next Review Date: April 12, 2022

Counseling and Accessibility Services at Sul Ross State University provide a supportive environment that helps facilitate positive change and promote mental health and emotional well-being on campus. The primary goals are to promote student success and for Sul Ross State University to be a safe, healthy learning environment for all involved— students, staff and faculty. These services help students to resolve personal difficulties and to acquire the skills, attitudes, abilities, and knowledge that will enable them to take full advantage of their college experience.

Counseling Services

- Brief, short-term individual and group counseling
- Workshops, presentations, and activities promoting mental health on campus
- “Don’t Cancel That Class” program-topics including
 - *Mental Health Awareness
 - *Test Anxiety
 - *Communication Skills
 - *Test taking/Study Skills
 - *Healthy Relationships
 - *Stress Management
 - *Time Management
 - *Conflict Resolution
- On-campus and on-line mental health screenings
- Staff/faculty training regarding mental health issues and referral process
- Consultation services for staff and faculty
- Comprehensive referral network to off-campus providers
- Crisis intervention

Counseling and Accessibility Services

Ferguson Hall Rm. 112

Open Monday-Friday 8am-12pm and 1pm-5pm

Contact Us:

Phone 432-837-8203

Fax 432-837-8363

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This office is staffed with Licensed Professional Counselors. Services are confidential and free of charge to students, staff, and faculty of Sul Ross State University.

Confidentiality

Professional ethical codes and state and federal laws consider the personal information discussed in counseling to be confidential. All information gathered in counseling, including the fact that someone has come to counseling, is held in strict confidence. Exceptions to this will be discussed by the counselor.

SUL ROSS STATE UNIVERSITY

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SRSU Policy Name: Museum of the Big Bend

SRSU Policy ID: FH 3.10

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: March 7, 2017

Next Review Date: March 7, 2022

The Museum of the Big Bend contains approximately 125,000 historical objects, artifacts, photographs, and documents that relate to life and culture in the Big Bend region from the prehistoric to the modern era. Archaeological holdings include collections in stone, ceramic, bone, fiber, and wood that detail Big Bend prehistory from 7,000 B.P. to 1500 A.D. Historical collections consist of Native American, Spanish, Colonial, Mexican, and Anglo American materials from the sixteenth century to the twenty-first century. Housed in a special map study room is one of the largest and most historically significant map collections in the state of Texas, The Yana and Marty Davis Map Collection. Natural history collections consist of rare mineral and fossil specimens from the Big Bend region, including a wing reproduction of the Texas Pterosaur, *Quetzalcoatlus northropi*, the world's largest flying reptile, discovered in 1971. In association with the wing is a half-sized, to-scale replica of the pterosaur in flight. Art and ethnology collections reveal the strong, creative character of regional paintings and artifacts.

Academic interest is directed toward the study of Big Bend cultures from prehistory to the present. Broad research interests in collections support publications from an international to a local level. A professional reference library of over 2,000 volumes is available for use by students for study in Big Bend history, American material culture, and museum science. Also, primary historical documents, archaeological field notes, maps, and photographs are available for research.

Activities include guided tours, special lectures, educational programs for public school, undergraduate, and graduate students, and a program of changing exhibits.

SUL ROSS STATE UNIVERSITY

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SRSU Policy Name: Herbarium

SRSU Policy ID: FH 3.11

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: March 21, 2017

Next Review Date: March 21, 2022

The Herbarium is located in the Barton H. Warnock Science building. It occupies room 103 at the northwest end of the building and houses 119 cases holding over 100,000 specimens. The major collections include plants of Trans-Pecos Texas in the northern Chihuahuan Desert Region. The Herbarium is a prominent regional research collection available to botanists around the world and is also a valuable teaching facility for both undergraduate and graduate students interested in various botanical disciplines or in wildlife biology.

In 2016 a project was initiated to make images of and a database for the herbarium specimens and to make the information available online. The project is being carried out mostly by a small number of volunteers and is expected to take several years.

SUL ROSS STATE UNIVERSITY

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SRSU Policy Name: Analytical Laboratory

SRSU Policy ID: FH 3.12

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: March 7, 2017

Next Review Date: March 7, 2022

The Sul Ross State University Analytical Laboratory is located in room 115 of the Warnock Science Building on the SRSU-Alpine campus. This lab houses an array of equipment accessible to students and faculty for a number of analytical purposes. A list of equipment in the lab includes a JOEL JSM-6010LA Scanning Electron Microscope (SEM), which is used to obtain microscopic images of samples and to collect information regarding the chemistry of the samples using the attached Energy Dispersive X-Ray spectrometer. A Denton Vacuum sputter coater (Au, Au-Pd and C) is used for SEM specimen preparation. The lab equipment also includes A Bruker D2 Phaser X-Ray Diffractometer (XRD) instrument that is used for mineral and crystalline substance identification and an ARL Perform'X wavelength dispersive X-Ray Fluorescence (XRF) spectrometer that is used for the chemical analysis of rock specimens. A DIONEX ion chromatograph is used to analyze anions and water samples.

The lab is located in the vicinity of the geology sample-preparation lab, which includes sampling equipment such as rock thin-sectioning equipment, a Spex tungsten carbide and steel shatter box grinder, ceramic jaw crushers, low- and high-temperature ovens, a Spex pellet press, a Frantz isodynamic magnetic separator, various sieves and a Rotap sieve shaker, and non-toxic heavy liquids for mineral and microfossil separation.

GIS Lab

The Sul Ross State University GIS (Geographical Information Systems) Lab is located in room 310 of the Warnock Science Building on the SRSU-Alpine campus. The purpose of the lab is to provide access to industry standard GIS software for faculty and students. The lab is used for teaching and research. The lab maintains 12 Dell computers with the following software (as of 3/07/2017): ESRI GIS ArcMap v. 10.4 software, ERDAS Imagine 2011 (5 seats), Sigmaplot v. 12.5 scientific graphing software, Rockworks 15, Golden software products Strater and Surfer 9, ESRI ArcPad 10, GPS Pathfinder Office and TerraSync 5.30 WM, Connex, ET Geowizards 101, Geochemist's Workbench Standard 7.0, IBM SPSS Statistics 19, Phreeqc Interactive 2.18.5570, and Python 2.5.

The lab inventory also includes the following Trimble GPS receivers: one GeoXH (sub meter), two Geo XM, and 20 Junos with cameras; and three consumer-grade Garmin 60csx GPS units.

A list of physical and chemical hydrology equipment affiliated with the GIS lab, the Geology program and the Rio Grande Research Center includes the following: A Spectra Precision Focus 35 Robotic Total Station with Survey Pro, a Trimble R6 RTK GPS unit, a Sontek Flowtracker current meter, a Marsh McBirney flow meter, a Teledyne RiverRay

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SRSU Policy: Curriculum Development
SRSU Policy ID: FH 4.01
Policy Reviewed by: Executive Vice President and Provost
Approval Authority: President of the University
Approval Date: April 2, 2019
Next Review Date: April 2, 2024

The policy on curriculum development at Sul Ross State University is based on the philosophy that the faculty and administration are responsible for developing sound academic programs that are within the role and scope of the institution and that meet the standards of the institution and the appropriate accrediting bodies. The faculty and administration will be involved in all matters relating to curriculum development; these include additions, deletions, and changes in existing courses and programs; the published schedule of course offerings; the general degree requirements for all academic programs, and assessment of academic programs for accreditation and continuous improvement purposes.

The following procedures should be followed:

- A. Department chairs shall assign faculty members to serve as Program Coordinators for each academic degree program. These coordinators are responsible for leading the degree program, and they must be competent and qualified senior academics (as specified by SACSCOC 6.2.c.). They maintain the program annual reports, including student learning outcomes and assessments, in the software platform. They collaborate with faculty who teach the program courses to collect assessment data for summer sessions, fall, and spring. They complete annual reports by May 31 that include assessment results and plans for the use of results in the ensuing academic year. They also participate in the annual Peer Review that is held each August. Program Coordinators report directly to the department chair, and they get support from the SACSCOC Faculty Liaison and the Office of Institutional Effectiveness.
- B. Each spring semester, faculty members who teach core curriculum courses shall meet with the department chair to evaluate samples of students' work in designated skill areas (six total) and develop an improvement plan to implement during the ensuing years. The improvement plan will be maintained by the department chair or designee into the software platform annually. (This process supports university compliance with SACSCOC 8.2 b)
- C. At least once each long term (fall and spring semesters), the faculty members of each department shall meet as a curriculum committee to review the course descriptions, degree plans, Student Learning Outcomes, and proposed changes in the disciplines for which the department is responsible. The departmental curriculum committee will consist of all faculty members, including the Program Coordinator, in each department with the chairman of the committee determined by the faculty members. Recommendations of this committee will be given directly to the department chairperson.
- D. The department chairperson will review the recommendations of the faculty committee, add written comments as appropriate, and forward the recommendations to the appropriate college dean.

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- E. The college dean will review the recommendations from the departments and submit them with comments in writing to the Executive Vice President and Provost. The dean may seek the advice of a college faculty committee composed of representatives from each department in the division if the recommendations are likely to have some effect on courses or programs in other departments in the division.
- F. The Executive Vice President and Provost will present the curriculum recommendations to the Curriculum Council. The Council will serve as the coordinating body on curriculum matters for the entire institution and will make recommendations to the President. The Council will seek the recommendations of the Teacher Education Council and the Graduate Council on matters relating to programs for which these councils have responsibility before making final recommendations.
- G. The President will act on the recommendations of the Academic Policy Council and submit those which he approves to the Board of Regents for its consideration.
- H. When the Board of Regents has acted, the results will be communicated by the Executive Vice President and Provost to the college deans, divisions, and departmental chairs. The Executive Vice President and Provost will submit the results as may be required to the Texas Higher Education Coordinating Board.
- I. New programs and substantive changes are forwarded to the Office of Institutional Effectiveness to submit to SACSCOC for review.

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SRSU Policy: Class Attendance Policies
SRSU Policy ID: FH 4.02
Policy Reviewed by: Executive Vice President and Provost
Approval Authority: President of the University
Approval Date: June 29, 2017
Next Review Date: June 29, 2022

Regular class attendance is important to the attainment of the educational objectives of the University. Therefore, students should attend all classes. Attendance includes being punctual for class and ready to engage with the professor and the day's material. The instructor's policy on class attendance will be explained at the beginning of the semester or term. In accordance with the instructor's policy, the instructor has the right to penalize students who are out of compliance with the class attendance policy.

Authorized/Excused Absences Statement.

An absence because of participation in an official University activity is considered to be an authorized/excused absence. While every effort will be made by departments to minimize missed class time of students by careful scheduling of authorized University activities, when a student has to miss a class due to an authorized University activity, it will be the responsibility of the student to notify the instructor of the class in advance. The department responsible for the authorized University activity will also notify instructors through the Student Life Office by providing an *excused absence list* to the office.

Instructors will give students participating in an authorized University activity the opportunity to make up class work, including tests, within a reasonable time and at the convenience of the instructor.

Should an instructor have an attendance policy that allows for the dropping of a student after a certain number of absences, authorized/excused absences will not be counted towards that number of absences. Any student dropped for excessive absences will receive either an "F" or a "W" depending upon the faculty member's discretion.

Distance Education (Web-course) Non-Participation Statement.

Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and ITV courses.

Non-participation and inactivity may include not logging on to the course, not submitting assignments or participating in other assigned activities as scheduled, not communicating with the instructor by phone or e-mail, and/or not following the instructor's participation guidelines stated in the syllabus.

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Religious Holy Days Absences Statement.

In accordance with *Texas Education Code* 51.911, Sul Ross State University shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student who must miss class due to a religious holy day is required to notify the instructor of the class in advance.

A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence as determined by the instructor.

“Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

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SRSU Policy: Academic Advisement
SRSU Policy ID: FH 4.03
Policy Reviewed by: Executive Vice President and Provost
Approval Authority: President of the University
Approval Date: August 4, 2017
Next Review Date: August 4, 2022

The academic advisement program is in many ways the most important service provided to students by the University. Careful, professional advisement can help entering students begin their college work properly and make systematic progress toward fulfilling requirements for a degree as they progress from semester to semester, ensure that they will be eligible for graduation upon satisfactory completion of the requirements, and assist them in making career choices.

In addition, proper advisement can be of benefit to the University by providing better communication between faculty and students and providing an avenue for student input relative to academic programming and University life in general. Also, proper advisement can be of substantial aid in retaining students who are thinking about dropping out of school or transferring elsewhere and who are eligible to remain in school. A higher retention percentage is a University goal that can be achieved, in part, by more careful attention to student needs and a willingness to listen to their problems and to help find solutions.

The procedures currently in place for advising all students at Sul Ross State University must be followed by all staff and faculty at any time that they are advising students. Those procedures may be found [here](#).

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SRSU Policy: Developmental Education
SRSU Policy ID: FH 4.04
Policy Reviewed by: Executive Vice President and Provost
Approval Authority: President of the University
Approval Date: April 5, 2016
Next Review Date: April 5, 2021

Sul Ross State University participates fully and without reservation in the **Texas Success Initiative (TSI)** and maintains a developmental education program in order to fulfill the requirements of that initiative. The Texas Success Initiative was mandated by the 78th Texas Legislature and instituted by the rules of the Texas Higher Education Board, Chapter 5 section 51 through 60 and the 79th Texas Legislature, Chapter 907 section 51.3062.

This law requires all entering college students to be assessed for college readiness in reading, mathematics and writing unless the student qualifies for an exemption. The Texas Success Initiative Assessment (TSIA) is the state-approved placement assessment as of August 27, 2013. The TSIA is designed to determine if a student is ready for college-level course work in the areas of reading, writing, and mathematics or if the student needs developmental education courses in order to achieve college readiness.

Under the rules of the **TSI**, all students enrolling in Sul Ross State University (SRSU) as their initial enrollment in a Texas institution of higher education must undergo an initial educational assessment before the first day of classes of the first semester of enrollment; a student who can provide other evidence of college readiness will not require an assessment. The results of the assessment will be used to provide evidence of college readiness or identify deficiencies in reading, writing, and/or mathematics. Students not meeting minimum requirements on an assessment instrument will be required to meet with a TSI advisor and establish an Individual Developmental Education Plan (IDEP).

Students who transfer from an in-state, public institution must make their scores from the initial assessment, as well as transcripts, available to personnel from SRSU for purposes of evaluating compliance with TSI rules and regulations at SRSU. SRSU will not require a student to participate in developmental education if a student provides evidence of completion of the transferring institution's TSI requirements.

Students who transfer from out-of-state institutions or from in-state, private institutions will be required to provide transcripts from the transferring institution so the students' status in regard to TSI requirements can be evaluated.

All initial advisement for purposes of compliance with TSI will be done by a TSI advisor. TSI advisors are designated by the Director of the Academic Center for Excellence (ACE).

Complete information about the current standards and procedures for the testing and placement of students in compliance with the Texas Success Initiative may be found [here](#).

FH 4.05 Infringement of Intellectual Property Rights Policy (Please refer to *Administrative Policy and Procedure Manual* [Chapter 7.07](#)).

FH 5.01 Policy Development Review Guidelines (Please refer to *Administrative Policy and Procedure Manual* [Chapter 2.00](#)).

FH 5.02 Substantive Change Policy and Notification Procedures (Please refer to *Administrative Policy and Procedure Manual* [Chapter 1.13](#)).

ACADEMIC EVALUATION SYSTEM

CONFERENCE REVIEW FORM

FOR THE SUPERVISOR (DEAN OR VICE PRESIDENT)

SUPERVISOR:

I have examined the annual report and

() I agree with the evaluation

() I disagree with the evaluation

(Comments by the Dean attached)

Supervisor

Date

ACADEMIC EVALUATION SYSTEM

CHAIRPERSON/DEAN RATING OF FACULTY TEACHING EFFECTIVENESS

FORM FE-1

Faculty Member's Name _____ Date _____

3 = Superior

2 = Good

1 = Needs Improvement

Rating x Weight = Score

1 2 3

A. Preparation for Teaching (30%) _____ × 3 = _____

B. Classroom Presentation (30%) _____ × 3 = _____

Comment:

C. Evaluation of Student Achievement (10%) _____ × 3 = _____

Comment:

D. Response to Individual Student Needs (20%) _____ × 3 = _____

Comment:

E. Professional Conduct (10%)

Comment:

General Comments:
(Comments are not required)

Sum of Scores _____ ÷ 30 × 100 = _____

Rating of Faculty Teaching Effectiveness:

3 SUPERIOR

This rating should be used only in rare cases. It carries the implication that the individual's performance in a particular area of activity reflects the highest degree of productivity and effectiveness.

2 GOOD

This rating should always be interpreted in a favorable light. In a group, no matter what level, there is a middle range of performance. This rating implies that the individual has been productive and effective in the area that is being evaluated. It is expected that this rating will be the one which is most frequently applied.

3 NEEDS IMPROVEMENT

This rating indicates that the performance in this area is not satisfactory, but that the shortcoming may be compensated by other strengths. Continued overall performance at this level may be grounds for dismissal.

ACADEMIC EVALUATION SYSTEM

STUDENT APPRAISAL OF FACULTY

FORM FE-2

If a Scan-Tron form has been provided, please mark your responses on the Scan-Tron and not on this sheet. Write any additional comments you might have on the back of the Scan-Tron sheet. Your help in improving instruction at Sul Ross is sincerely appreciated.

| | | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
|-----|---|-------------------|-------|---------|----------|----------------------|
| 1. | The instructor is well-organized | 5 | 4 | 3 | 2 | 1 |
| 2. | The instructor is accessible to students | 5 | 4 | 3 | 2 | 1 |
| 3. | The instructor is tolerant of students' ideas | 5 | 4 | 3 | 2 | 1 |
| 4. | The instructor demonstrates effective knowledge of the subject | 5 | 4 | 3 | 2 | 1 |
| 5. | The instructor demonstrates effective use of teaching materials | 5 | 4 | 3 | 2 | 1 |
| 6. | The instructor rarely is absent from or late to class | 5 | 4 | 3 | 2 | 1 |
| 7. | The instructor's assignments are clear | 5 | 4 | 3 | 2 | 1 |
| 8. | The instructor provides adequate feedback regarding a student's academic progress | 5 | 4 | 3 | 2 | 1 |
| 9. | The instructor's examinations reflect important points covered in the course | 5 | 4 | 3 | 2 | 1 |
| 10. | The instructor does an excellent job of teaching this course | 5 | 4 | 3 | 2 | 1 |

(Additional items may be added by the instructor, the department, or the college)



ACADEMIC EVALUATION SYSTEM

**ANNUAL REPORT ON TEACHING/JOB PERFORMANCE, SCHOLARLY/ARTISTIC
ACTIVITIES, PROFESSIONAL GROWTH AND SERVICE**

FORM FE-3

Name

College

Department

Rank

Years in Present Rank

Years in Teaching at SRSU

**Cite your accomplishments as necessary. Use outline form when possible. Add pages and
attachments as necessary.**

I. Teaching/Job Performance

II. Scholarly/Artistic Activities

III. Professional Growth and Development
To include QEP sponsored professional development:

IV. University Service

ACADEMIC EVALUATION SYSTEM

SUMMARY OF EVALUATIONS

FORM FE-4

Teaching effectiveness ratings are to be taken directly from the Chairperson/Dean and student rating sheets. These ratings are weighted averages and should be recorded to the nearest tenth. The remaining activity areas should be evaluated and assigned a rating from 0 to 100.

| Activity | | | | Departmental Weights = Score |
|----------|---|-----------------|--------------------|------------------------------|
| I. | Teaching (must total at least 50%) | | | |
| | | Weight Range | Selected Weight | Rating as Percentage |
| | | | | Score |
| A. | Chairperson Rating | (.30 - .50) | _____ × _____ | = _____ |
| B. | Student Rating | (.05 - .20) | _____ × _____ | = _____ |
| II. | Scholarly and Artistic Endeavor | (.10 - .30) | _____ × _____ | = _____ |
| III. | Professional Growth and Professional Activities | (.10 - .30) | _____ × _____ | = _____ |
| IV. | Non-teaching Activities Supportive of the University | (.10 - .30) | _____ × _____ | = _____ |
| | | | | TOTAL = _____ |

(At least the minimum weight of each category must be used and cumulative weights must total 100%)

Date of determination of weights _____ Date of evaluation _____

Chairman/Dean
() Approve () Disapprove

Chairman/Dean
() Approve () Disapprove

Faculty Member
() Approve () Disapprove

Faculty Member
() Approve () Disapprove

If either objects to any part of the above, documentation must be attached.

Staff member: I certify that this report has been discussed with me. I understand that my signature does not indicate agreement.

Signature: _____

Comments:

Rating Scale:

3 SUPERIOR

This rating should be used only in rare cases. It carries the implication that the individual's performance in a particular area of activity reflects the highest degree of productivity and effectiveness.

2 GOOD

This rating should always be interpreted in a favorable light. In a group, no matter what level, there is a middle range of performance. This rating implies that the individual has been productive and effective in the area that is being evaluated. It is expected that this rating will be the one which is most frequently applied.

3 NEEDS IMPROVEMENT

This rating indicates that the performance in this area is not satisfactory, but that the shortcoming may be compensated by other strengths. Continued overall performance at this level may be grounds for dismissal.

**Sul Ross State University
Part-Time Faculty Semester Evaluation Form**

Faculty Name: _____

Current Term: _____

Department: _____

Courses Taught: _____

Evaluation Items:

| | Commendable 3 points | Satisfactory 2 points | Improvement Needed 1 point | Total Points |
|---|---------------------------------|----------------------------------|---|-------------------------|
| Complete Syllabus | | | | |
| Student Course Evaluations | | | | |
| Course Performance through observation and/or conferencing | | | | |
| Total Points | | | | |

Overall Rating

Commendable: 8 - 9 points

Satisfactory: 6 - 7 points

Needs Improvement: 5 points and below

Comments/Notes:

Signatures: _____

Evaluator

_____ Date

Part-time Faculty

Date

SUL ROSS STATE UNIVERSITY
ANNUAL REQUEST FOR APPROVAL
OF OUTSIDE EMPLOYMENT

Name _____ Department _____

Date of Outside Employment: Beginning _____ Ending _____

Nature of Outside Employment: _____

During the time of outside employment, what is the average number of hours per week that you will be involved in this outside employment? _____

When will this outside work be done? (e.g. weekends, evenings, etc.) _____

IF NECESSARY, ATTACH AN ADDITIONAL SHEET DESCRIBING EMPLOYMENT.

I certify that the outside employment described in this request is in full compliance with the guidelines outlined in the *Rules and Regulations* of the Texas State University System, Chapter V, Paragraph 4.83 and in the *Faculty Handbook* of Sul Ross State University, Chapter II, Section 2.08.

Faculty Member

Date

Department Chair

Date

Approval Recommended

Disapproval Recommended

Dean

Date

Approval Recommended

Disapproval Recommended

Provost and Vice President for Academic Affairs

Date

Approval Recommended

Disapproval Recommended

President

Date

Approval Recommended

Disapproval Recommended

SUL ROSS STATE UNIVERSITY

Application for Faculty Absence

(No Reimbursement from State Required)

I, _____, will be absent beginning on _____, and returning to my work, according to present plans, on or before _____.

I request permission to be absent from my duties at Sul Ross State University for reasons described in detail as follows:

9 Special Circumstances: _____

9 Sick Leave 9 Self or 9 Immediate Family (state relationship) _____

Total Number of Sick Days _____

9 Emergency Leave (give reason; in case of death state family relationship) _____

I suggest the following arrangements to take care of my classes in my absence, and if the application is approved, will assume responsibility for making these arrangements and seeing that they are executed:

| CLASS | TIME OF MEETING | ARRANGEMENT SUGGESTED IN MY ABSENCE |
|-------|-----------------|--|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Signature

Title

Approved: _____ Immediate Supervisor

Date

Approved: _____ Dean

Date

Approved: _____ Executive Vice President and Provost

Date

Approved: _____ President

Date

Return ONE signed copy to the Academic and Office, BAB 203. Distribution: Original to faculty, copies to Academic Affairs and Human Resources.

APPLICATION FOR FACULTY DEVELOPMENT LEAVE

NAME _____

RANK _____ DEPARTMENT _____

_____ Years of full-time academic service at SRSU (at least 4 required).

_____ Years since your last developmental leave (at least 6 required).

INSTRUCTIONS

Complete this page and attach an up-to-date curriculum vitae with a brief (not to exceed two pages) description of the project which you intend to accomplish during your leave. Clearly indicate the merits of the project and how it will enhance your teaching/research/professional development and how it will benefit SRSU. Applications (original and 5 copies) must be received in the office of the Vice President for Academic Affairs by the published deadlines. Additional information may be found in the Faculty Handbook.

Administrative Information

Period of Leave: For the _____ semester

For the _____ academic year

It is my intent to remain at Sul Ross State University at least one academic year after completion of my leave. If I do not fulfill my year of service, I agree to reimburse the University the amount I received in salary from the State of Texas while on leave.

Signature of the Applicant

FACULTY DEVELOPMENT LEAVE SIGNATURE FORM

This form is to be completed by the applicant, by the specified administrative levels, and by the Faculty Affairs Council.

Applicant _____

Department/Area _____

For the Department Head:

_____ The applicant meets the eligibility requirements.

_____ The application is acceptable for review based on the information requested in the Application Form.

Program and/or curricular comments may be attached.

Department Head

Date

For the Dean:

Program and/or curricular comments may be attached.

Dean

Date

For the Committee Chair:

Comments may be attached or application may be forwarded without comment.

Forwarded with Recommendation for Approval _____

Forwarded with Recommendation for Denial _____

Committee Chair

Date

For the Vice President for Academic Affairs:

Recommendation for Approval _____

Recommendation for Denial _____

Vice President for Academic Affairs

Date



APPLICATION FOR PROMOTION

Name _____

Department _____

Highest Degree _____

Discipline _____

Present Rank _____

Total Years University Experience _____

Total Years Sul Ross Experience _____

What is your tenure status? Tenured _____

Year Tenure Awarded _____

Tenure-Track but not tenured _____

Recommendation:

Departmental Review Committee

For _____ Against _____

*Rank : _____ of _____

Department Chair

For _____ Against _____

*Rank : _____ of _____

College Review Committee

For _____ Against _____

*Rank : _____ of _____

Dean

For _____ Against _____

*Rank : _____ of _____

Promotion and Tenure Review Council

For _____ Against _____

*Rank : _____ of _____

Joint Council on Faculty Affairs

For _____ Against _____

*Rank : _____ of _____

Executive Vice President and Provost

For _____ Against _____

*Rank : _____ of _____

*Rank each applicant relative to total number of applicants reviewed.

Attachment A



APPLICATION FOR TENURE

Name _____

Department _____

Highest Degree _____

Discipline _____

Present Rank _____

Total Years University Experience _____

Total Years Sul Ross Experience _____

Recommendation:

Departmental Review Committee

For _____ Against _____

*Rank : _____ of _____

Department Chair

For _____ Against _____

*Rank : _____ of _____

College Review Committee

For _____ Against _____

*Rank : _____ of _____

Dean

For _____ Against _____

*Rank : _____ of _____

Promotion and Tenure Review Council

For _____ Against _____

*Rank : _____ of _____

Joint Council on Faculty Affairs

For _____ Against _____

*Rank : _____ of _____

Executive Vice President and Provost

For _____ Against _____

*Rank : _____ of _____

*Rank each applicant relative to total number of applicants reviewed.

Attachment A

Sul Ross State University
Institutional Review Committee
Application for Review of Research Using Human Subjects

This application should be submitted to the Institutional Review Committee/Human Subjects Council to request review and approval, or exemption, of any research protocol involving human subjects. All applicable research projects must be reviewed and approved by the IRC before research begins.

Definition of Research: A systematic investigation (i.e. gathering and analysis of information) designed to develop or contribute to generalizable knowledge.

Definition of Human Subject: Living individual(s) about whom an investigator conducting research obtains: (1) data through intervention or interaction with the individual; or (2) identifiable private information. (Federal Policy 45 CFR 46.102(f))

| | | | | | | | |
|---|--|--------------------------|--|--------------------------|--|--------------------|--|
| Project Title: | | | | | | | |
| Investigator's Name | | Investigator's Phone: | | Investigator's Email: | | | |
| Project Start Date: | | | Date of IRC Request: | | | | |
| If Student, Name of Faculty Supervisor | | Faculty's Phone: | | Faculty's Email | | | |
| If not employed or student at SRSU, List Name, College & Dept of SRSU Collaborator: | | SRSU Collaborator Phone: | | SRSU Collaborator Email: | | | |
| Will this project be funded externally? _Yes_ _No | | | Is the Investigator a Student? __ Yes __ _No | | | | |
| If yes, name of funding agency: | | | | | | | |
| Status of Project: | | Submitted on: | | Funding Pending: | | Funding Confirmed: | |

BY MY SIGNATURE BELOW, I ATTEST TO AN UNDERSTANDING OF AND AGREE TO FOLLOW ALL APPLICABLE SRSU, SPONSOR, TEXAS STATE AND FEDERAL POLICIES AND LAWS RELATED TO CONDUCTING RESEARCH WITH HUMAN SUBJECTS. If significant changes in investigative procedures are needed during the course of this project, I agree to seek approval from the IRC prior to their implementation. I further agree to immediately report to the IRC any adverse incidents with respect to human subjects that occur in connection with this project.

Signature of Investigator

Date

Signature of Faculty Advisor (for student) or SRSU Collaborator (for External Investigator)

Date

Signature of Department Chair or Supervisor

Date

Complete the attached Research Protocol Outline and attach this cover for with other required attachments.

Research Protocol Outline

Please complete this entire form (1 through 9). ENTER A RESPONSE FOR EVERY QUESTION. If a question does not apply to your project, please enter a "N/A". Answer all questions on this form, do not refer to your proposal attachment. Incomplete forms may result in the form being returned to you for completion and a resulting delay in approval of your project.

- 1) If you believe your project qualifies for Exemption, which exemption number(s) apply?
(Please see end of application for an explanation of exemption numbers.)

2)

- 3) Describe the research problem(s) your project addresses?

- 4) Describe the population sample for your project.

- a. How many subjects will participate in this project?
- b. How will these subjects be identified and selected for participation?

c. Describe the rationale for inclusion or exclusion of any subpopulation.

d. How will you recruit subjects?

e. Describe any incentives for participation you plan to use.

- 5) Will you include any of the following vulnerable populations in your research?

| | | |
|----------------------|-----|----|
| Children | yes | no |
| Prisoners | yes | no |
| Pregnant Women | yes | no |
| Mentally Ill | yes | no |
| Mentally Handicapped | yes | no |
| Fetuses | yes | no |

If any of these populations are to be included, please address the following:

- a. Rationale for selecting or excluding specific populations:

b. Description of the expertise of project personnel for dealing with vulnerable populations

c. Description of the suitability of the facilities for the special needs of subjects

d. Inclusion of sufficient numbers of subjects to generate meaningful data:

- 6) Describe the data collection process.

- a. Will the data collected from human subjects be anonymous? Yes No
- b. Will the data collected from human subjects be kept confidential? Yes No
- c. Describe your procedures for ensuring anonymity and/or confidentiality.

d. How much time is required for each subject?

- e. If subjects are students, will their participation involve class time?
- f. What methods, instruments, techniques, and/or other sources of material will you use to gather data from human subjects?
- g. Are you using a questionnaire, survey, and/or interview as part of your procedure?
Yes No If yes, submit a copy

7) Describe potential risks to subjects:

- a. Describe in lay language exactly what you will be doing to, or with, your subjects:
- b. Will you be carrying out procedures or asking questions that might disturb your subjects emotionally or produce stress or anxiety? Yes No If yes, describe your plans and criteria for counseling such subjects.
- c. Does your study involve deception of your subjects? Yes No If yes, describe the procedure you will use to debrief your subjects.
- d. Where appropriate, describe plans for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects.
- e. In three or four sentences, summarize the risk/benefit ratio of the proposed research, with regard to the human subjects, the risks to them, and the potential benefits to knowledge or society:

8) Will you be seeking informed consent? Yes No

If yes, describe:

- a. What information will be provided to prospective subjects?
- b. What (if any) information will be concealed prior to participation, and why?
- c. How will you ensure consent is obtained without real or implied coercion?
- d. How will you obtain and document consent?
- e. Who will be obtaining consent?

9) Will this research be conducted at another University or site other than Sul Ross State University? Yes No

If yes, describe location and attach a copy of IRB approval from that institution.

10) Please attach a copy of your project description or proposal abstract.

RESEARCH USING HUMAN SUBJECTS

Summary

Individuals planning a project or applying for awards for research involving human subjects must either demonstrate that the research is exempt under University and Federal regulations, or they are required to provide written Assurances of Compliance with 45CFR Part 46 and to file a certification that the proposed research activity has been reviewed and approved by the Internal Review Board.

General

It is the policy of Sul Ross State University that all faculty, staff, and students conducting research using human subjects are required to have prior approval of the University. The researcher is responsible for the protection of rights and welfare any human subject involved in research, development and related activities. The researcher is expected to comply with the Federal Code (45 CFR part 46) on "Protection of Human Subjects". These regulations provide a systematic means, based on established ethical principles, to safeguard the rights and welfare of individuals who participate as subjects in research activities. A copy of the Federal Regulations is available at the office of the Vice President for Academic Affairs, or online at :
www.med.umich.edu/irbmed/FederalDocuments/hhs/HHS45CFR46.html

The regulation exempts certain categories of research involving human subjects which normally involve little or no risk. The exemptions are listed in 45 CFR Part 46.101(b), and include educational testing and collection or study of data in which the subjects can not be identified. See below for details.

A human subject is defined as a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information. The regulations extend to the use of human organs, tissue, and body fluids for individually identifiable human subjects as well as graphic, written, or recorded information derived from individually identifiable human subjects.

Institutional Review Board

Sul Ross State University Policy and Federal Regulations require that research covered by 45 CFR Part 46 will not be allowed or funded unless it has been reviewed and approved by the Institutional Review Board (IRB). The IRB is an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of Sul Ross State University. The IRB has the authority to approve, require modifications in, or disapprove all research activities that fall within the jurisdiction as specified by both the federal regulations and local institutional policy. Research that has been review and approved by the IRB may be

subject to review and disapproval by officials of the University. However, these officials may not approve research if it has been disapproved by the IRB (45 CFR 46 Subpart A).

In order to approve research covered by the regulation, the IRB shall determine that all of the following requirements are satisfied. Risks to subjects are minimized by:

- Using procedure that are consistent with sound research design and do not unnecessarily expose subjects to risk.
- Whenever appropriate, using procedures already being performed on the s subjects for diagnostic or treatment purposes.
- Risks to subjects are reasonable in relation to expected benefits, if any, to subjects and the importance of the knowledge that may reasonable be expected to result.
- Selection of subjects is equitable. In making this assessment, the IRB should take into account the purposes of the research and the setting in which the research will be conducted.
- Informed consent is sought form each prospective subject or the subject's legally authorized representative in accordance with and to the extent required by the regulation.
- Informed consent is appropriately documented in accordance with and to the extent required by the regulation.
- Where appropriate, the research plan makes adequate provision for monitoring the data collected to ensure the safety of subjects.
- Where appropriate, provisions are adequate to protect the privacy of subjects and to maintain the confidentiality of data.
- Where some or all of the subjects are likely to be vulnerable to coercion or undue influence, such as persons with acute or severe physical or mental illness or person who are economically or educationally disadvantaged, appropriate additional safeguards are included in the study to protect the rights and welfare of these subjects.

Compliance

The Principal Investigator of the research project has primary responsibility for safeguarding the rights and welfare of individual human subjects involved in research activities. In regard to projects or grand awards, individuals planning a project or applying for awards for nonexempt human subject research are required to provide written Assurances of Compliance with 45 CFR Part 46 and to file with the application a

certification that the proposed research activity has been reviewed and approved by the IRB in compliance with 45 CFR Part 46.

Criteria for Exemption

Exemption categories are taken from the Code of Federal Regulations, Title 45, Public Welfare. Specifically, Part 46 describes procedures for the protection of human subjects. This material was issued by the Department of Health and Human Services on June 23, 2005. When claiming an exemption from review, please use the numbers from 1 to 6, corresponding to the categories below, in completing question one of the Research Protocol Outline.

(b) Unless otherwise required by department or agency heads, research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt from this policy:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:

(i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and **(ii)** any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph **(b)(2)** of this section, if:

(i) the human subjects are elected or appointed public officials or candidates for public office; or **(ii)** federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate,

or otherwise examine:

(i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

SUL ROSS STATE UNIVERSITY
EARLY RETIREMENT AGREEMENT

This agreement is made between Sul Ross State University (hereinafter "the University" and _____ (hereinafter "the faculty member"). The parties agree as follows:

1. The University, effective _____, hereby accepts the faculty member as a participant under the University's Early Retirement Program for University Faculty.
2. The faculty member, effective _____, hereby resigns his/her position as a full-time member of the University faculty, and hereby relinquishes any tenure rights in such position which he/she might have.
3. The faculty member acknowledges that his/her decision to participate in the Early Retirement Program, including his/her resignation from a full-time faculty position and the relinquishment of tenure associated with that position, is an action taken freely and voluntarily on his/her part.
4. The provisions of the University policy 2.14 governing the Early Retirement Program as revised 12/14/11, for University Faculty are hereby incorporated and made a part of this agreement, and the parties agree that the rights and obligations of the University and the faculty member described in such policy are applicable to them.

Executed this _____ day of _____, 20_____.

Faculty Member

President

SUL ROSS STATE UNIVERSITY

FACULTY DEVELOPMENT AND ENRICHMENT APPLICATION

Requested by _____

Rank _____

Department/Area _____

College _____

Project Start Date _____

Check the project area most likely *to* apply *to* this proposal:

- ☐ Instructor improvement in teaching methods
- ☐ Instructor improvement in subject methods
- ☐ Course or curriculum development and/or improvement
- ☐ Faculty workshop
- ☐ Other

In the attached proposal:

- ☐ I have identified the purpose of the development and enrichment activity and how it will lead to the improvement of instruction.
- ☐ I have included a budget.
- ☐ I have indicated my willingness to submit an end-of-project accountability report to specified offices.
- ☐ I have included a brief biographical sketch.

I addition:

- ☐ I understand that funding/support of this project rests within the sole discretion of the President upon the recommendation(s) of the Faculty Development and Enrichment Committee and of the Vice President for Academic Affairs; that denial of this request does not deny me a property and/or liberty right of interest; that I have read and understand the University's Faculty Development and Enrichment Policy; that support of my proposal by the University is conditioned upon my conforming in all respects to the requirements of such policy; and that nothing herein shall be construed to bind or obligate the University to initial or continued funding and/or support of this project.

Applicant's Signature

Date

FACULTY DEVELOPMENT AND ENRICHMENT RATING FORM

This form is to be completed by the specified administrative levels and by the Faculty Development and Enrichment Committee.

Applicant _____

Department/Area _____

For the Department Head:

- ☐ The applicant meets the eligibility requirements.
- ☐ The proposal is acceptable for review based on the information requested in the application form.

Comments may be attached or application may be forwarded without comment.

- ☐ Forwarded with recommendation for approval
- ☐ Forwarded with recommendation for denial

Department Head

Date

For the Dean:

- ☐ The applicant meets the eligibility requirements.
- ☐ The proposal is acceptable for review based on the information requested in the application form.

Comments may be attached or application may be forwarded without comment.

- ☐ Forwarded with recommendation for approval
- ☐ Forwarded with recommendation for denial

Dean

Date

This proposal application if forwarded to the Faculty Development and Enrichment Committee.

For the Faculty Development and Enrichment Committee Chairperson:

- ☐ This proposal is recommended for funding at \$ _____
- ☐ This proposal is not recommended for funding

Rank _____ - '-----

For the Vice President for Academic Affairs:

- ☐ Forwarded with recommendation for approval
- ☐ Forwarded with recommendation for denial

Vice President for Academic Affairs

Date

SUL ROSS STATE UNIVERSITY

INDEPENDENT STUDY/ARRANGEMENT COURSES

STUDENT _____ SS# _____

CLASSIFICATION _____ MAJOR _____

COURSE NUMBER AND TITLE _____

JUSTIFICATION FOR THE COURSE:

DESCRIPTION OF RESOURCES TO BE USED BY STUDENT:

ACTIVITIES IN WHICH STUDENT WILL ENGAGE:

MEASURES BY WHICH STUDENT WILL BE EVALUATED:

IF THE INDEPENDENT STUDY IS IN PLACE OF A REGULARLY ORGANIZED COURSE, HOW WILL
NORMAL CLASSROOM ACTIVITIES BE REPLACED IN THE ARRANGED COURSE?

STUDENT

DATE

INSTRUCTOR

DATE

DEPARTMENT CHAIR

DATE

It is the instructor's responsibility to submit copies to the student and to his or her Department Chair by the 12th class day in a long term and by the 4th class day in a summer term. The Department Chair will send a copy to the Dean's office for the student's file.

SUL ROSS STATE UNIVERSITY
RESEARCH ENHANCEMENT PROPOSAL

COVER PAGE

Title of proposed project:

Principle Investigator :

Name:

Title:

Department Affiliation:

Amount Requested:

Proposed starting date:

Proposed duration in months :

Principal Investigator

Department Chairman

Dean

Received by:

Chairman, Research Council

Date

RESEARCH ENHANCEMENT PROPOSAL

PROPOSED BUDGET

(Sample Budget)

| | Total Funds Requested | <u>Organized</u> Research | <u>Department</u> |
|---|----------------------------------|----------------------------------|--------------------------|
| A. SALARIES | | | |
| Faculty | | | |
| Student Research Assistant | | | |
| Staff Benefits | | | |
| Total Salaries | | | |
| | | | |
| B. OPERATION AND MAINTENANCE | | | |
| | | | |
| C. PERMANENT EQUIPMENT (Itemize) | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| D. TRAVEL | | | |
| | | | |
| E. COMPUTER SERVICES | | | |
| | | | |
| TOTAL COSTS | | | |