Texas Southern University

Faculty Manual

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SECTION ONE
THE FUNCTION OF THE FACULTY MANUAL

1.0 Purpose and Function of the Faculty Manual

The Texas Southern University Faculty Manual is intended to be and is a compilation of information concerning a faculty member’s participation in the governance of the university. This manual does not contain all the policies, regulations, and procedures of the University. Indeed, such a manual would be too large. Rather, the items set forth in this manual, are written with the understanding that other university documents and sources will provide more detailed information. To the extent any provision of this manual conflicts with state or federal law, or with policies and procedures enacted pursuant to state or federal law, the manual is superseded by the state or federal law and by any policies or procedures enacted pursuant to such law.

1.1 History of the Faculty Manual

The 1978 Faculty Manual contains the following account of the history of the initial faculty manual. “The initial Manual on ‘Policies, Regulations, and Procedures was developed and published in 1968. President Sawyer announced in September, 1968, in his “Remarks to Faculty” that the document had been produced in six weeks, that it was placed in the hands of department chairs for study with their faculties and that recommendations for changes, additions, modifications, and deletions, etc. should be incorporated in reports from department chairs to the Faculty Manual Committee.” The following Committee members were elected in 1968 by the Faculty Assembly: Dr. John T. Biggers, Dr. Timothy D. Cotton, Chairman 1972-73, Dr. James O. Perry, Dr. Duvvury A.A.S. Narayana Rao, Dr. Alberta J. Seaton, Chairman, 1968-1970, Dr. Robert Terry, Mrs. Louise G. West, and Chavis Womack. Replacement members were Dr. Hortense Dixon, Dr. Lewis Morris, Chairman 1971-72, and Mr. Ollington E. Smith.”

This initial Manual has undergone several revisions, including those in 1974, 1978, 1987, 1993, 1998 and 2002. The Manual was revised in 2009 by the Advisory Committee to the Faculty Manual- Dr. Carroll G. Robinson, Chair; Dr. Daniel Adams; Dr. Betty Cox; Dr. Claudette Ligons; Dr. Thurman Robbins; Dr. Sarah Totty; Dr. Edith Wu; and Dr. George Yorke. Drs. Cox and Robbins served on the committee that revised the 2002 Faculty Manual. That committee was Chaired by Dr. McKen Carrington.

1.2 Procedures for Amending the Faculty Manual

A. Amendment Procedure

The rules and regulations contained in this manual may be modified or amended by a vote of the Board of Regents in accordance with Section 1.2 of the Board of Regents Rules and Regulations, at any regular or special meeting provided that the proposed addition or amendment shall have been filed with the Chairperson and the Academic Affairs Committee of the Board of Regents in writing and a copy thereof delivered to every member of the Board, Provost, Chair of the Faculty Senate and Chair of the Advisory Committee to the Faculty Manual no fewer than ten days in advance of the meeting at which the addition or
amendment is to be considered.
B. Suggestions for Changes to the Manual

Any faculty member may make recommendations for changes to this Manual at any time. These recommendations must be submitted to the Chairperson of the Faculty Senate, the Provost, and the Chairperson of the Advisory Committee to the Faculty Manual.

C. Advisory Committee to the Faculty Manual

The Advisory Committee is a permanent committee reconstituted every four (4) years. It is composed of five (5) faculty members selected by the Faculty Assembly and five members appointed by the President. This committee is responsible for reviewing all recommendations and feedback relative to proposed changes in this Manual. The Committee shall also review all changes that have accumulated and any other employee, administrative, or Board recommendations or legislative changes, which may affect the Manual. After comprehensive reviews, the committee will recommend Manual changes. Recommendations by this committee for changes in the Faculty Manual must be approved by the Faculty Assembly, the Administration, and the Board of Regents before inclusion in the Faculty Manual.

D. Promulgation of Changes to the Manual

It shall be the responsibility of the Provost to promulgate and distribute all changes to this Manual to all appropriate persons. The Provost may ensure continuing distribution of the Manual through the office of Human Resources during orientation as well as through the Deans.
2.0 Texas Southern University Mission Statement

Texas Southern University is a comprehensive metropolitan university. Building on its legacy as a Historically Black University, the University provides academic and research programs that address critical urban issues and prepare an ethnically diverse student population to be a force for positive change in a global society.

In order to achieve this mission, Texas Southern University provides:

a. quality instruction in a culture of innovative teaching and learning;

b. basic and applied research and scholarship that is responsive to community issues;

c. opportunities for public service that benefit the community and the world.

Vision

Texas Southern University will become one of the nation’s preeminent comprehensive, metropolitan universities. We will be recognized by the excellence of our programs, the quality of our instruction, our innovative research, and our desire to be a contributing partner to our community, state, nation, and world.

In addition to its designation as a statewide general-purpose institution of higher education, Texas Southern University is designated as a special purpose institution for urban programming and shall provide instruction, research, programs and services as are appropriate to this designation. Therefore, ascribing to the global implications of its urban mission, the University focuses on high quality teaching, research and public service as a means of preparing students for leadership roles in the urban communities of our state, nation, and world. Texas Southern University offers a variety of academic programs to students of diverse backgrounds and various levels of scholastic achievement. These students matriculate in undergraduate and graduate programs leading to degrees in the Arts and Sciences, Public Affairs, Education, Business, Communication, Health Sciences, Law, Pharmacy and Technology.
A special challenge of the institutional mission is the open access philosophy which affords admission to broad categories of students—from the academically under prepared to the intellectually gifted. In support of this concept, the administration and faculty have developed special programs that create an appropriate intellectual climate for individuals who are not included in traditional university missions. The expected educational outcomes of all academic programs are that students will possess an appreciation for humanistic values, acquire effective use of communication skills, and develop an appreciation and competency in the use of technology in daily living. These educational outcomes are periodically assessed to ensure the quality of the educational experience. As the result of matriculating at Texas Southern University, students gain the personal confidence and capability to succeed in the global workplace.

In fulfilling its purpose, Texas Southern University is committed to the following: maintaining an innovative, productive, and receptive learning environment; implementing initiatives to ensure a suitable environment for research and other scholarly activities; and infusing new technological advances into its infrastructure and academic programs.

2.1 The University History

Texas Southern University is a state-supported institution of higher education established by the Fiftieth Texas Legislature on March 3, 1947 under the provisions of Senate Bill 140. This legislation authorized the University to offer programs in a number of areas “including pharmacy, dentistry, arts and sciences, journalism, education, literature, law, medicine, and other professional courses.” A subsequent enabling act and other legislation stipulated that “these courses shall be equivalent to those offered at other institutions of this type supported by the State of Texas” and that “upon demand by qualified applicants and upon meeting the stipulations of the Act, the University shall, at all times, offer educational opportunities equal to and comparable with those offered by other institutions of its type supported by the State of Texas.” To house the new University, the State sought to acquire the physical plant of the Houston College for Negroes, a four-year institution operated by the Houston Independent School District. Prior to 1947, the Houston College had held its classes in the old Jack Yates High School building (now James D.
Ryan Junior High). In 1947 it moved to a fifty-three acre tract in the southeastern part of the city, which is the present location of Texas Southern University. To construct the new campus for the Houston College for Negroes, a citizens’ committee headed by Dr. John W. Davis raised $100,000, a substantial portion of which was contributed by Thornton M. Fairchild and by Mr. and Mrs. C. A. Dupree. Hugh Roy Cullen and friends (including the Anderson Foundation) donated an additional $100,000, and in April 1947, the Thornton M. Fairchild Memorial Building was dedicated as the first building on the new campus.

In the summer of 1947, the State purchased this campus as the site for the institution that the Legislature had established the previous spring. In September 1947, the Texas State University for Negroes opened with an enrollment of 2,303 students.

In 1951 the name of the institution was officially changed to Texas Southern University. Initially, the University consisted of the College of Arts and Sciences, the Graduate School, the School of Law, and the School of Vocational and Industrial Education. The School of Pharmacy was added in 1949. Also in 1971, the School of Vocational and Industrial Education became the School of Technology.

During its first year of operation the University was under temporary administration. Allen E. Norton, on leave from the Houston Independent School District, served as Acting President for the first semester, while William H. Bell, Registrar-Director of Admissions and Acting Dean, chaired an administrative committee which was responsible for University operations during the semester. During this period, construction began on Hannah Hall, the $2,000,000 administration classroom building.

On July 2, 1948, R. O’Hara Lanier, former United States Minister to Liberia, became the first President of the University and served in this capacity until the summer of 1955. Following Dr. Lanier’s resignation, the Texas Southern University Board of Directors selected Samuel M. Nabrit, Dean of the Graduate School at Atlanta University, as the second President of the University. Dr. Nabrit took office in September 1955, and was chief executive until he resigned to become a member of the Atomic Energy Commission in July 1966. Joseph A. Pierce, Dean of the Graduate School and Director of the Summer Session, served as Acting President until his retirement in the summer of 1967. During the 1967-68 year, the administrative affairs of the University were handled by an interim executive committee consisting of H. Hadley Hartshorn, Dean of the College of Arts and Sciences; A. L. Palmer, Vice President for Fiscal Affairs; and Everett O. Bell, Assistant to the President and Director of Instructional Personnel.

Granville M. Sawyer, Assistant to the President of Tennessee State University, served from July, 1968 to September, 1979, as the fourth President of Texas Southern University. Following Dr. Sawyer’s resignation, Everett O. Bell, Vice President for Personnel Services, assumed the position of Interim President and served in that capacity until August 1980. In recognition of his service, the Texas Southern Board of Regents retroactively named him the fifth President of the University. On August 1, 1980, Leonard H. O. Spearman, Associate Deputy Assistant Secretary for Higher and Continuing Education in Washington, D.C. became the sixth President of the University. On June 18, 1986, Dr. Robert J. Terry, Distinguished Professor of Biology and formerly the Vice President for Academic Affairs, was appointed Interim President following the resignation of Dr. Spearman.
After the sudden death of Dr. Terry, Dr. William H. Harris, President of Paine College from 1982-1988, was selected the seventh President of the University. In 1993, Dr Joann Horton, Administrator of Community Colleges for the State of Iowa, became the eight president and the first woman to head the university.

In 1995, Dr. James M. Douglas, the former Dean of the Thurgood Marshall School of Law and Provost and interim President became the ninth president of the University. In 1999, Dr. Priscilla Slade, the former Dean of the Jesse H. Jones School of Business and Acting President of the University was named the tenth President of the University. In 2008, Dr. John Rudley was named the eleventh President of the University.

The Texas Education Agency, the Texas Association of Colleges, the Southern Association of Colleges and Schools, and the American Bar Association, the National Council for the Accreditation of Teacher Education accredit the various academic programs. The Department of Music is a member of the Texas Association of Music Schools. The American Bar Association, the American Association of Law Libraries and the Supreme Court of Texas approve the School of Law. The American Council on Pharmaceutical Education accredits the College of Pharmacy and Health Sciences. The Southern Association of Colleges and Schools accredit the Texas Southern University Library. The Graduate School is a member of the Council of Graduate Schools.

In 1973, the Sixty-third Texas Legislature designated Texas Southern University “a special purpose institution of higher education in urban programming.” The following year (1974) the Coordinating Board of the Texas College and University System granted the University the authority to offer the Doctor of Education degree. Texas Southern University at that time became the third traditionally Black University in the United States authorized to award the doctoral degree. Also in 1974, the Coordinating Board approved the establishment of a School of Public Affairs (with five undergraduate and two graduate degree programs in four areas), and the Center of Banking and Finance in the School of Business became operational. Each of these new programs helped the University fulfill its role as a “special purpose institution.”

In July of 1982, Texas Southern University completed a comprehensive study of the University’s Mission. This study was undertaken as part of the Texas Equal Educational Opportunity Plan for Higher Education, and has become a long-range planning document for implementing needed improvements in faculty quality and pay, facilities and programs. As a result of this study, the Doctor of Pharmacy (Pharm.D.) degree and the Accounting degree programs were approved and became operational in 1984.

Currently, Texas Southern University is organized into eleven (11) Colleges and Schools: the Barbra Jordan-Mickey Leland School of Public Affairs, the College of Continuing Education, the Graduate School, the Thomas F. Freeman Honors College, the Jesse H. Jones School of Business, the College of Liberal Arts and Behavioral Sciences, the College of Pharmacy and Health Sciences, the College of Education, the College of Science and Technology, the School of Communication, and the Thurgood Marshall School of Law.

The University has received numerous grants and awards from local, state and federal agencies as well as from private philanthropic organizations, individuals, and businesses.
Members of the faculty have achieved national and international recognition in research and other creative pursuits; the University itself is widely acclaimed in the educational community as a growing and thriving enterprise in higher education.

2.2 The Board of Regents

The basic governance of Texas Southern University is set forth in the laws of Texas: namely, The Texas Education Code, Chapter 106. This law vests the governance of the University “in a board of nine regents appointed by the governor with the advice and consent of the Senate.” Each Regent holds office for six (6) years, with three regents’ terms expiring on February of odd number years. Both the chair and vice chair are elected by the members, while the secretary is appointed.

Furthermore, Sec. 106.31 of the Education Code grants the Board broad administrative powers regarding the operation of the University. The enumerated powers include (1) the establishment of departments, offices, professorships, and other positions; (2) appointment of a president, professors, other officers, and employees and approve their salaries; (3) enact by-laws, rules, and regulations for the successful management of the institution. In addition to the express powers conferred by statute, the Board has implied or incidental power to do whatever is reasonably necessary to accomplish the purpose for which the University was established. Texas case law holds that Boards of Regents of Texas Colleges and Universities have wide discretion in exercising the power and authority granted by the legislature.

The Board has the following standing committees: The Executive Committee; Academic Affairs, Research, and Student Life Committee; Development and Legislative Affairs Committee; Administration and Finance Committee; Personnel and Litigation Committee; Physical Facilities Committees; Audit Committee; Ad Hoc By-Laws and Policy Committee; Ad Hoc President’s Evaluation Committee. The Chairman, Student Regent, and President are ex-officio members of all standing committees.

The Chairperson of the Faculty Senate participates with the Board of Regents in the governance of the University. This participation includes the following activities: receipt of agendas, minutes, and all appendices to these items, as well as an opportunity to be included on the agenda upon request.

The Board of Regents delegates authority to the University administration in several areas, including, but not limited to: developing plans for achieving the goals and objectives of the University in cooperation with the Board of Regents; developing short term as well as long term strategic plans; promulgating administrative and other policies within the Board’s guidelines; directing personnel administration, including employment and termination, wage determination, assigning and reassigning administrative duties, and conditions of employment for faculty and other employees, within the rules and regulations of the Board and the University; exercising administrative control; general management of the operations of the University, including academics, academic support, campus facilities, financial management, and fundraising; alumni activities, intercollegiate athletics, auxiliary enterprises, signing contracts officially awarded by the Board of Regents; investing funds within prescribed guidelines.
2.3 The President of the University

The President is the Chief Executive Officer (CEO) of the University. The Board of Regents delegates to the President authority in several areas; including, but not limited to: creative leadership in all areas of university management; defining and attaining of University goals; accomplishment of the mission of the University; initiating innovative planning; envision new horizons for the institution; ensuring quality academic programs and support services; ensuring the delivery of student support services; creating a hospitable academic environment; ensuring proper and suitable physical facilities; coordinating and executing the institution’s participation in intercollegiate athletics; conducting an annual evaluation of all vice presidents; ensuring a sound fiscal operation regarding the accounts of the University; coordinating the various functions of the several units of the University; conducting public relations; representing the University to its many publics; appointing of personnel reporting to the President in accordance with policies outlined in this document and the Personnel Manual. The President or a designee shall review and comment on all policy items before the Board.

The President serves as a liaison officer between the Board of Regents and the University faculty and staff. Consistent with such duties, the President is an Ex-Officio member of all University committees, etc. The President shall participate in all University commencements and graduations. The President recommends to the Board of Regents appointments to Distinguished Professorships, other professorships, and recommendations for tenure and promotion. The Board has delegated to the President authority on dismissal and termination, consistent with the guidelines of the University adopted by the Board. The President may hear appeals by faculty and students concerning grievances, after regular procedures have been followed. The President recommends to the Board appointments to positions from Deans to the Provost. The President appoints other executive officers and reviews the appointees’ performance in office.

Selection of the University President. When the office of the President of the University becomes vacant, the Board of Regents of the University shall appoint a search committee for a new President made up of community, faculty, alumni, students, and administration representatives. Faculty representatives on the committee shall be selected by the Board of Regents from a slate of tenured faculty members provided by the Faculty Senate.

2.4 The Provost/Vice President for Academic Affairs and Research

The Provost is the chief academic officer and chief research officer of the University. Reporting directly to the President, the Provost has administrative responsibility for all academic and research matters as well as all academic student services. The Provost is responsible to the President for development of plans for academic progress of the University and establishes policies to implement such plans. The Provost gives direction and guidance to the Deans in the development and operation of academic programs; and, the Robert J. Terry Library, Student Services, and Placement; coordinates the activities of the Deans and those directors reporting
directly to him/her; counsels college Deans concerning faculty evaluation and selection of Department Chairs. The Provost receives recommendations from the Faculty Senate, University councils, committees, and the Deans for further action by the President.

The Provost approves or recommends to the President actions pertaining to appointments, re-appointments, tenure, promotion, termination, and dismissal. The Provost receives recommendations regarding faculty grievances and student academic grievances. In addition, the Provost reviews questions concerning conflict of interest in consultation with the University’s General Counsel.

The Provost also receives recommendations on curricular matters from the University Curriculum Council and forwards recommendations to the President; presides at meetings of the University faculty; evaluates the performance in office of the academic Deans; recommends the appointment of academic administrators to the President, who makes recommendations to the
Board of Regents when required; counsels college Deans concerning faculty evaluation and appointment of personnel; chairs the Deans’ Council; and delegates authority to the Associate and Assistant Provosts and other administrators who report to the Provost.

Further, the Provost supervises the preparation of the budgets of the Library and the colleges; establishes guidelines in consultation with the Faculty Senate for the implementation of faculty salary increases, and recommends such increases to the President; receives recommendations from the collegiate Deans concerning the colleges and schools and transmits his/her recommendation to the President, and the Board of Regents as appropriate.

**Selection of the Provost.** When the Office of the Provost of the University becomes vacant, the President of the University shall appoint a search committee that shall include community, faculty, student, alumni, and administration representatives. The faculty representatives on the committee shall be selected by the University President from a slate of tenured faculty members provided to the President by the Faculty Senate.

The President of the University shall review the performance of the Provost before the end of the Provost’s second year in office and every three years thereafter, consulting especially with the academic Deans and with representative Department Chairs and faculty members. The President’s conclusion should be communicated to the University community.

2.5. **The Associate and Assistant Provosts**

The Associate and Assistant Provosts assist in administering the Office of the Provost and perform duties as delegated by the Provost with the following general distribution of duties:

The Associate Provost and Associate Vice President for Academic Affairs coordinates academic programs and faculty development within the various colleges/schools of the University; oversees commencement and other academic ceremonies; coordinates faculty excellence awards; oversees academic dean searches; chairs the Associate/Assistant Deans’ Council and the Department Chairs’ Council; functions as Acting Provost in the absence of the Provost.

The Associate Provost and Associate Vice President for Research is responsible for the areas of Research Promotion and Compliance (including, animal research, & bio-safety); Intellectual Property and Special Projects; Sponsored Programs (pre-award); Technology Transfer; and other select centers and institutes.

The Assistant Provost for Institutional Assessment, Planning and Effectiveness is responsible for interfacing with the Texas Higher Education Coordinating Board on matters of assessment and for providing data to the administration that will aid in its decision making.

The Assistant Provost for Online Learning and Distance Education Programs and Dean of the College of Continuing Education oversees the development of online learning and continuing education courses and programs.

2.6 **The Deans of the Colleges/Schools**
The Deans are the chief administrative officers of University’s eleven college/schools. The Deans provide leadership in formulating educational policy and serve as the faculties’ agents in the execution of such policy. In addition, all Deans foster the special mission of the University in the implementation and support of urban programs.
Among other duties, the Deans represent the college in relations with other colleges of the University; ensure that faculty enjoy academic freedom and exercise academic responsibility; ensure that faculty evaluation, where appropriate, is part of the policies and procedures of all academic departments; review departmental recommendations for appointment, renewal, promotion, tenure, termination, and dismissal, and forward recommendations to the Provost.

The Deans also assess annually all personnel under their immediate supervision (i.e. department chairpersons), develop proposals, programs, brochures, etc., within the college; assist departments in faculty recruitment; serve as liaison between the Provost, departments, faculty, and students; send letters of renewal or non-renewal of contract to probationary faculty.

The Deans also review the annual evaluation of each faculty member of the college. The Deans also allocate budgets for instruction, supplies, and equipment, etc., and monitor the expenditure of all college funds and hear faculty grievances pursued beyond the departmental level and cooperate in formal grievance procedures.

The Deans also monitor faculty workloads and schedules and recommend approval of requests for sabbatical leaves and leaves of absence. The Deans also establish ad hoc committees of the collegiate faculty; recommend appointment of Department Chairs within the procedures outlined in this manual, and other academic administrators from within departments in accordance with policies and procedures specified; and serve on various councils, commissions, and committees as set forth in University policy.

The Provost reviews the performance in office of each college Dean annually with a comprehensive review every five years. Deans can normally expect to serve two terms. College Deans hold faculty rank and engage in teaching, research, and public service functions to the extent feasible. In some colleges of the University Associate and/or Assistant Deans and/or Directors assist the Deans who are assigned responsibilities by their Deans and who report directly to them.

**Selection of Deans.** When a vacancy arises and there is a need to select a Dean for a school or college, a search committee shall be appointed by the Provost, the majority of whose members
shall be selected from a slate of the tenured faculty elected from within the affected school or
college. The remainder of the committee shall be determined by the Provost and shall represent
students, alumni, and community practitioners from the affected discipline, and at least one
tenured faculty member from outside the affected school or college. A Dean must qualify to be
appointed with tenure and at the rank of full professor in one of the academic departments in the
school to which he/she is to be appointed.

2.7. The Department Chairpersons

Department Chairpersons bear responsibility for the activities of their departments and are
accountable to the Dean of the college. Their primary responsibility is to ensure the quality of the
teaching, research, and public service program and their delivery within their departments while
continuing to engage in teaching, scholarship, and public service activities. Department chairs
represent their departments in relations with other departments and schools and with the Deans
and other administrative officers of the University. The Chairperson is expected to take
initiatives to report that unit’s needs and advocate its goals and plans.

A department Chair’s specific functions include: preparing the departmental budget in
consultation with the departmental faculty and in accordance with the department’s goals and
needs; planning the department’s summer school offerings and teaching assignments in
cooperation with the departmental faculty and in accordance with the summer school policy of
the school or college (a copy of which should be on file in the Chair’s and Dean’s offices);
recruiting, with the assistance of the departmental faculty, new faculty members and students to
carry out the goals of the department and the University; evaluating annually the departmental
faculty in terms of teaching effectiveness, counseling of students, participation in departmental
and university meetings, research and publications, and other aspects of their University and
professional responsibilities; providing an effective system for counseling and advising
students; making recommendations for change in rank, tenure and
salary, in accordance with University guidelines and procedures; monitoring the collections of the University Library, ordering appropriate new books, periodicals, and other materials for the library collection, and constantly evaluating library holdings on the basis of their relation to the department’s needs and the University’s goals; hearing informal faculty grievances and cooperating in formal grievance procedures; supervising the department’s program of instruction, including curriculum, scheduling, faculty workload, and departmental research and public service; ensuring that students’ rights are preserved; supervising the advising of departmental majors and graduate students; monitoring student evaluation of instruction, courses, and programs; providing leadership in student recruitment, student advising, and student placement; coordinating and supervising summer school programs; making recommendations concerning applications for professional travel and sabbatical leave; arranging meetings of the departmental faculty; meeting with the departmental Advisory Committee and appropriate constituent and advisory groups for the discipline; establishing accreditation, and ad hoc departmental committees; and carrying out other such duties as shall be assigned by the Dean of the college or as established in University policy, or in collegiate bylaws, school or departmental bylaws. All Chairpersons of academic departments hold faculty rank.

2.8 Selection of Department Chairpersons

A. Selection Process

1. The Chair for all departments within the University is a full-time twelve (12) month position;
2. The University shall conduct a nationwide search for Department Chairs (applications by internal candidates will be highly encouraged);
3. The Dean of the appointing school or college shall appoint faculty members to the search committee from a pool selected by the faculty;
4. The search committee shall be comprised of maximum of five persons; the majority is comprised of faculty members from the appointing department. Other “at-large” committee members should be selected from faculty members of other departments within the college or school or from professionals practicing in the field;
5. A prerequisite for a candidate for a Department Chair is that he or she is qualified to be appointed with tenure at the rank of associate professor or above in the appointing department. He or she must have at least a terminal degree in one of the disciplines in the department. In addition, the Chair must meet the criteria for appointment to the faculty.
6. After receiving recommendations from the search committee, the Dean of the school or college shall make the final selection of the Department Chair;
7. The Dean of the school or college may reject the candidate(s) recommended by the search committee and repeat the selection process and
8. The department Chair reports to and is directly accountable to the Dean of the school or college in which he or she serves.

• Approved by the TSU Board of Regents on November 11, 2003
2.9 Filling a Vacant and/or Unexpired Term - Department Chair

In the case of a vacancy in the position of Department Chairperson during the regular academic year, the Dean shall notify the department of the vacancy, and the selection process set forth above shall be followed within two weeks of notification. If a vacancy occurs during the summer session, the Dean may appoint an Interim Department Chairperson to serve until the selection process can be followed during the first two weeks of the Fall Semester.

2.10 Removal of a Department Chairperson

Upon recommendation of the Dean of the unit, a Department Chairperson may be removed by the Provost because of substantial non-performance of duties as well as violations of state or federal law and/or University policies or procedures. Faculty may initiate a recall of the Chair upon a vote of two-thirds of the members of the department. The Dean shall conduct a review of the faculty’s recommendation. The Dean’s findings shall be communicated to the faculty in writing.

2.11 Evaluation of the Department Chair

The Dean formally evaluates the performance of the Department Chair on an annual basis. Deans shall transmit their evaluation of the Chair to the Provost annually.

2.12 The Non-Academic Administration: University Vice-Presidents and Executive Officers

Non-academic University administrative operations are organized under the leadership of the President. Each area is headed by a chief administrative officer responsible to the President of the University. Among the administrative officers are: Provost and Vice President for Academic Affairs and Research; Executive Vice President; Vice President for Research/Chief Financial Officer; Vice President for Administration/Chief Operating Officer; Vice President for Student Services and Dean of Students; Vice President for University Advancement; General Counsel; Chief of Staff; Athletics Director; Faculty Assembly/Senate Chair.
SECTION
THREE
THE NATURE OF THE
FACULTY

3.0 Principle of Academic Freedom

Texas Southern University adheres to the 1940 Statement of Principles on Academic Freedom and Tenure of the Association of American Colleges and Universities and the American Association of University Professors. The Statement recognizes that "Institutions of higher learning are conducted for the common good and not to further the interest of an individual professor or the institution as a whole. The common good depends upon the free search for truth and its free expression."

Academic freedom derives from the nature of the quest for knowledge. It is essential to the full search for truth. Its free exposition applies both to teaching and research, and shall not be abridged or abused. Academic freedom does not relieve the employee of those duties and obligations, which are inherent in the employer-employee relationship.

Freedom in research is fundamental to the advancement of truth. The teaching aspect of academic freedom is fundamental for protection of the teachers’ rights in teaching and for the students’ freedom in learning. It carries with it responsibilities correlative with rights.

Each faculty member is entitled to full freedom in research and in the publication of results, but research, consultation and other work for pecuniary gain should be based upon a written agreement with the authorities of the institution.

Faculty members are entitled to freedom in the classroom in discussing their academic field, but should be careful not to introduce into their teaching controversial matter, which has no relation to their subject.

Faculty members should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to their subject field. Each faculty member should strive at all times to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to avoid creating the impression that he/she speaks or acts for the University when he/she speaks or acts as a private person.

Faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free
from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public might judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that they are not speaking for the institution.

3.1 Academic Responsibility of a Faculty Member

The right of academic freedom for faculty must be accompanied by an equally demanding requirement for academic responsibility of faculty. A faculty member has responsibilities to the institution, the profession, the student and society-at-large. The rights and privileges of a faculty member extended by society and protected by governing boards and administrators through written policies and procedures on academic freedom and tenure and as further protected by the courts require reciprocally the assumption of certain responsibilities by the faculty members. Some of these are listed below.
Faculty members should maintain competence in their fields of specialization and exhibit this professional competence in the classroom, studio, or laboratory and in the public arena by such activities as discussions, lectures, and consulting and publication.

Each faculty member should present the subject matter of a course as announced to students and as approved by the faculty in its collective responsibility for the curriculum.

Faculty members are bound by ethics rules governing public employees of the State of Texas.

3.2 Minimum Qualifications for Appointment to the Faculty

Texas Southern University appoints to its faculty persons with superior abilities in teaching, research, public service, and administration. In addition, the University considers several other factors such as knowledge of a specific subject matter, professional stature, membership and contributions to professional societies, committee work, public service activities, administrative duties and effectiveness of performance. Each department establishes specific qualifications for appointment and the department’s faculty is the primary judge of the qualifications.

Prior to hiring a faculty member, the Provost shall verify that the faculty member has a degree that is appropriate for the subject area in which he/she is going to be hired to teach.

3.3 Faculty Ranks

A. Regular Instructional Faculty

1. Instructor

   a) Academic Preparation: The Master’s degree from an accredited institution with a major in the field of the faculty member’s appointment or the equivalent in terms of specialized abilities and experience. Preference is normally given to persons pursuing a terminal degree. Instructor is not a tenurable rank, but a limited number of years of instructorship may be credited toward the tenure probationary period.
2. Assistant Professor

a) Academic Preparation: An earned doctorate or other appropriate terminal degree (from an accredited institution of higher education) with a major in one of the disciplines of the academic department making the appointment are usually required. However, completion of all the requirements for a doctorate (except the dissertation) with a major in one of the department’s disciplines from an accredited institution of higher education may be accepted for the initial appointment. Faculty members hired on this basis must have earned their doctorate or other appropriate terminal degree to be eligible for promotion in rank and tenure. Exception to these academic qualifications may be made by the professional and technical schools in accordance with the standards set by their respective accrediting agencies if the Board of Regents previously approved such procedures.

b) Other. All individuals appointed in this rank should have the potential to meet the requirements for promotion.

3. Associate Professor

a) Academic Preparation: The doctorate degree in the teaching field or the equivalent in terms of specialized abilities and experience is required. This normally means an earned doctorate or other appropriate terminal degree from an accredited institution with a major in the discipline making the appointment. Exception to these academic qualifications may be made by the professional and technical schools in accordance with the standards set by their respective accrediting agencies if the Board of Regents previously approved such procedures.

b) Teaching experience: Relevant teaching experience as defined by the department is required. At a minimum, this means no less than five years of innovative teaching experience, at least three of which must have been at the college or university level or the equivalent in terms of specialized experience.

c) Scholarly/Creative Activities: Evidence of scholarly or creative publications in refereed journals or books or the publication of single authored or edited books as deemed appropriate by the department or academic unit.

d) Professional Activity: Membership and participation in relevant international, national, regional, and local professional organizations, in University service, and in public/community service.

4. Professor

a) Academic Preparation: The doctorate degree in the teaching field or the equivalent in terms of specialized abilities and experience is required.
b) Teaching: Evidence of outstanding teaching over a sustained period of time at the college or university level or the equivalent in terms of specialized experience.

c) Scholarly/Creative Activities: Evidence of scholarly or creative publications in refereed journals or books or the publication of single authored or edited books as outlined by criteria set forth by the department or academic unit.

d) Professional Activity: Participation in relevant international, national, regional, and local professional organizations, in University service, and in public/community service as outlined in criteria set forth by the department or academic unit.

5. Interdisciplinary Appointments and Transfers from one Discipline to Another

a) A faculty member may hold appointments in two or more departments/colleges or schools provided he/she meets the minimum standards established for appointment to the faculty of each discipline.

b) A faculty member may transfer from one discipline to another provided that the transferring faculty member meets the minimum standards established for appointment to the faculty of the discipline to which he/she seeks to be transferred.

6. Research Faculty

Depending upon professional qualifications, the University may grant the academic rank or research professor, research associate professor, and research assistant professor to persons employed at the university whose duties are primarily research. Such faculty may be appointed on a full-time or a part-time basis. The percentage of time must be established and documented at the time of appointment. The length of initial appointment can be from one to five years, and the number of times such faculty can be re-appointed is unlimited.

Such appointments are to be initiated by the host department or college in accordance with departmental or college rules and approved by the Dean and the Provost. (Such departmental or college rules must be kept on file in the Department Chair’s and Dean’s offices with a copy submitted to the Provost.)

These positions are contingent upon the availability of external funds and termination is automatic upon expiration of external funding. Persons holding these positions will be subject to annual review utilizing the Annual Evaluations System. As faculty members, research faculty members are governed by the policies and procedures for faculty discipline and dismissal as outlined in the Faculty Manual and all other university policy and federal and
state law.

Research faculty will be expected to make contributions to their department’s undergraduate, graduate, and public service programs that relate to their research or public service activities. Thus, they are expected to participate in departmental seminars, research exposure with undergraduate and graduate students, and service on graduate advisory committees.

Distribution of indirect costs or overhead generated shall follow university policy. Like regular faculty members, research faculty members are eligible to become principal and co-principal investigators.

7. Distinguished and Endowed Faculty

Distinguished professorships, endowed professorships/university chairs, and named professorships are appointments made in recognition of exceptional achievement by the faculty member so appointed. The priorities emphasized—teaching, research, service—for conferring a professorship can vary depending upon the purposes of the professorship or chair.

Ordinarily, a University Chair is funded by an endowment, which constitutes the only or primary source of the holder’s remuneration. For holders of titled professorships, the remuneration comes from state funds, supplemented by endowments or other grants to the University. In all cases, except appointments recommended by the President and approved by the Board of Regents, nominations of candidates for titled professorships and chairs must be open and publicly solicited. The selection process shall involve members of the academic community and a search process shall be undertaken.

8. Senior Appointments with Reduced Loads

A tenured faculty member with at least twenty-five (25) years of service at the University is eligible for up to a thirty-three percent (33%) reduction in his/her overall faculty workload. The faculty member would have proportionate loss of salary but no loss of protections of due process or any other entitlements of tenure.

Where the action to reduce a full-time tenured faculty member to part-time status is mandated by a declared financial exigency or discontinuance of a program, the benefits of tenure shall be preserved and salary shall be continued on a pro rata basis.

The related standards adopted by each academic unit shall include the minimum criteria stated above and must be approved by the University and the Board of Regents. The academic units’ standards are incorporated by reference in this manual. (A copy of each unit’s standards must be kept on file in its Dean’s office and in the Office of the Provost.)
9. Emeritus Title

Faculty members who have served at least twenty-five (25) years at the university are eligible to receive the title of Emeritus added to their professorial rank upon official retirement. The awarding of Emeritus status will be determined based on the process and criteria in the Emeritus Status Committee Report submitted to the Deans’ Council on November 26, 2003.

B. Other Faculty Ranks

Other appointments to the faculty are visiting faculty and adjunct faculty. These appointments are renewable, but carry no expectation of renewal. These appointments are not eligible for tenure, and service in these ranks does not count towards the tenure probationary period. These ranks do not carry voting privileges except as provided in particular college/school/department faculty bylaws.

1) Visiting Faculty

A visiting faculty member carries a temporary appointment for a term of one year or less subject to renewal. The rank entitles the visiting faculty member to a temporary appointment. The qualification for appointment to the visiting faculty rank is the same as for appointment to the corresponding faculty rank.

2) Adjunct Faculty

An adjunct faculty member is one whose principal employment is not with Texas Southern University and who brings expertise to the teaching, research, or public service of Texas Southern University. The appointment carries remuneration, is renewable, and adjunct faculty members shall be subject to review by the college/school/department faculty review process.
3.4 Graduate Faculty Policies

Graduate faculty status exists to ensure that professionals teaching in graduate programs possess the training necessary for effective postgraduate instruction and the resolve to remain active in their field and current with emerging scholarship. Faculty members who teach graduate courses must have graduate faculty status.

Graduate faculty status is open to all tenure-track and tenured members of the faculty. Graduate faculty status is evaluated upon request. It focuses on scholarly achievement as measured by the appropriate peer-reviewed accomplishments of the faculty; the evaluation is flexible and considers various types of scholarly, creative, and artistic achievements expected in diverse disciplines.

The University has two ranks of graduate faculty status: Associate and Graduate. Graduate faculty status is held for a term of five (5) years with ongoing evaluation of the recipient every two years; associate graduate faculty status is held for a term of three (3) years, with ongoing evaluation of the recipient annually. A faculty member may apply for status change at any time. Status is determined by a 100-point scale with a minimum of 20 points earned in the previous five years to hold associate graduate faculty status and 45 points earned in the previous five years to hold graduate faculty status. (Applications for graduate faculty status are available from the Graduate School.)

Satisfactory Teaching

All members of the graduate faculty must maintain satisfactory teaching performance at all times. Satisfactory teaching performance is determined based on the annual faculty evaluation.

New Faculty

New members of the faculty holding the appropriate terminal degree are automatically eligible for associate graduate status and may apply for graduate faculty status at any time. The time limit in this status is one year.

Senior Graduate Faculty Status

Once a faculty member has held Graduate faculty status for 20 consecutive years, the faculty member will hold the status of Senior Graduate faculty with all the privileges of graduate faculty status as long as they earn 20 points every five years under the existing graduate faculty evaluation standards.

Administrative Hiatus
Members of the Faculty appointed to an administrative position at the University retain the status they held at the beginning of their appointment for three (3) years after they return to traditional faculty assignments. For purpose of evaluation, such persons may include activities from three (3) years prior to their administrative appointment.

3.5 Faculty Excellence Awards

Awards Sponsored by the Office of the Provost

- While Texas Southern University’s Colleges and Schools offer several awards, including Teacher of the Year Award, Scholarly Research/Creative Activities Award, College Service Award, and Graduate Faculty Teaching Award, the Office of the Provost annually offers several University-wide awards.

- Faculty may be nominated for all categories for which they may be eligible. The Faculty Awards Committee (FAC) has the option to consider nominees for more than one category for which the nominee may be eligible but will award no more than one award to a nominee for that award year.

- Nomination portfolio—The original nomination portfolio and three additional copies should be placed in two-inch (maximum) binders and should be printed single-sided, on 8 1/2 x 11-inch paper, using 12-point font, Times New Roman, and assembled in the order specified.

- Nomination portfolios will be returned if they do not meet submission standards. Persons submitting the portfolios are encouraged to send an email to AssociateProvost@tsu.edu in advance of the submission deadline if there are questions about assembling the portfolio.

Presidential Achievement Medal—Overall outstanding teaching, scholarly/creative activities, and service. $5,000.

Provost’s Department of the Year Award—Overall collective high performance of faculty in all three categories—teaching, scholarly/creative activities, and service—as well as outstanding achievement in development and public relations. $3,000.

McCleary Teaching Excellence Award—Outstanding teaching. $2,500.

Scholarly Research/Creative Activities Award—Outstanding scholarly/creative activities. $2,500.
Distinguished Service Award—Outstanding academic or public service at various levels, including university, local, regional, national, and international. $2,500.

Faculty Award for Mentoring Undergraduate Research/Creative Activities—Outstanding efforts to mentor undergraduate research/creative activities leading to publication and/or to formal academic presentations locally, regionally, nationally, and internationally. $2,500.

3.6 Privileges of Retired Faculty

Retired faculty members are entitled to free lifetime parking, use of the library, and recreational facilities.
SECTION FOUR University 
Personnel Practices

4.0 Procedures for Faculty Appointment

Texas Southern University adheres to the concept of equal opportunity in employment. The University does not discriminate on the basis of race, color, national origin, religion, sex, military status, or physical handicap in the recruitment and employment of faculty and staff. The University complies with the equal opportunity provisions of state and federal laws and regulations. Consistent with this commitment, the University has developed a procedure for staffing positions that requires an appointed search committee. Search committees are appointed/selected to assist in the search and screening of senior vice presidents (including the Provost), Department Chairs, Deans and, Director of the University Library.

In the hiring of instructional personnel, each department, division, school, or college shall select, according to appropriate departmental procedures adopted by its faculty and the University’s affirmative action plan, faculty members who will serve as a search committee to screen applicants and recommend a candidate or candidates for employment. (A copy of the departmental procedures must be kept on file in the office of the Department’s Chair, Dean’s Office, Office of the Provost, and Office of Human Resource.)

All potential appointees to the University’s regular faculty must be recruited and evaluated by a search-and-screening committee consisting of members of the regular faculty or as required in the bylaws of the applicable school/department. The qualifications of each candidate shall be made available to all regular departmental faculty members, who shall participate in the selection process. Applicants who seek appointment to a rank higher than Assistant Professor and those seeking appointment with immediate tenure must be reviewed using the department’s rank and tenure criteria and processes.

The search/screening committee shall make nominations in accordance with the bylaws of the school or department. The Department Chair shall make recommendations from the list of nominees to the Dean. In cases where no appointments can be made from the list, additional nominations shall be requested from the committee. In making a recommendation to the Dean, the Department Chair shall provide information regarding the degree of faculty support for the recommended candidate, the recommended rank, and tenure status. In cases of emergencies, where short notice exists and temporary needs require that Department Chairs exercise discretion, faculty responses should be solicited and the committee procedures should be utilized when possible.

An individual becomes an official applicant for a faculty position once a formal application has been filed with the University.

Under the Search Procedures and Employment Process at Texas Southern University, the committee chairperson or Department Chair must complete the Affirmative Action Report and the Search Activity Report after a candidate has been hired.

4.1 Terms of Appointment
The Dean of the college/school shall make the offer of employment to a prospective faculty member in writing. This written offer shall include the explicit terms and conditions of the appointment,
4.2. Waiver of Provisions for Tenure and Appointment to Professor with Tenure

Under extraordinary circumstances, the Board of Regents may waive the provisions for the awarding of tenure and appointment to the rank of professor with tenure. In those instances where waiver is sought, the following process shall be followed: the credentials and other evidence of the candidate’s qualifications shall be presented to the faculty wherein the appointment is to be made for review of compliance with applicable standards of rank and tenure for the rank of professor at the University. Upon approval, the faculty shall recommend the appointment at the specified rank to the Dean of the school or college in which the candidate will hold the appointment. The Dean shall forward the faculty’s recommendation to the Provost, who will then present the recommendation to the President. The President shall request a waiver from the Board of Regents. If the faculty disapproves the appointment with tenure, or the appointment to the rank of professor with tenure, its negative recommendation must be accompanied with a detailed explanation of the reasons for that decision.

4.3 Credit for Prior Service at Another Academic Institution

Pursuant to the hiring procedures, when the school/college Rank and Tenure Committee (or other appropriate search committees) makes its hiring recommendation, this recommendation shall include a proposed number of years or prior equivalent experience which should be credited toward tenure, if any, and said number shall be made part of the employment contract, or the committee shall consult with the appropriate Dean and the Provost on these tenure recommendations.

Ordinarily the decision should be made prior to the initial appointment and included in the initial contract. When it is impossible to include prior years of service in the initial contract, it must be done within ninety days after the appointment.

4.4 Annual Faculty Performance Review

Scope

Annual reviews of performance shall be conducted for all faculties on a calendar year basis. Performance evaluation of tenured faculty shall be consistent with the procedures set out in this section and adopted pursuant to Texas Education Code, Section 51.942.
Guidelines

The department faculty of each academic unit shall prepare written criteria for categories of performance to be assessed in annual reviews. Besides faculty approval, the respective Department Chair and Dean shall approve such rules. The Department Chair shall distribute these rules to faculty by October 1 of each academic year. The academic units may weigh the criteria listed differently and evaluate faculty differently depending upon the faculty member’s role and responsibilities in the academic unit.

Outcome

The departmental rating of a faculty member may range from meritorious to unsatisfactory. A rating of unsatisfactory performance must be supported by an articulation of the finding based upon the department’s approved criteria or the criteria listed in this manual. A report to the Dean
of unsatisfactory annual performance must be accompanied by a written plan for working with the faculty member to improve his/her performance.

A faculty member’s contribution as measured by his/her academic unit shall be considered in the areas of teaching, research/creative activities/scholarship, and service.

Criteria

The following is a non-exhaustive list of factors that apply to several academic units.

Teaching

Course content, complexity, and level; student evaluations; teaching innovations; direction of dissertations and theses; awards, honors, and other teaching recognitions.

Research, Creative Activities and Scholarship

Published works—books, journal articles, reviews, research and technical reports, electronic and digital materials; shows, exhibits, displays, and performances of artistic works and talents; professional evaluations of scholarly activities appropriate to discipline; research grants, contracts, and other evidence of competitive support for the research; invited papers and other presentations; editorial contributions; awards, honors and other recognition in research, scholarship or creative works.

Service

1. Student advising and counseling: Responsibilities for student advising; contributions to student development as indicated in student evaluations, advising and participating in student organizations; accessibility to students.

2. University committee and administrative service: Nature and importance of committee involvement; ideas and original contributions to university community; offices held and other evidence of leadership.

3. Service to profession, community, or state: Involvement in professional societies including leadership positions; governmental committee or commission appointments; academic and professional consulting activities; speech and other presentations utilizing expertise; awards, honors and recognitions in service.

Procedure

Using Annual Faculty Review Form 1, Planning Document-Professional Goals and Duties, the Department Chair in consultation with the faculty member shall establish the faculty member’s assigned duties/goals and objectives for the upcoming calendar year. At the end of the calendar year, the faculty member shall complete Annual Faculty Review Form 2 - Report of Accomplishments—and submit it to the Chair. Based on the information in the two forms, a second conference with the faculty member, and personal observations, the Chair completes
Annual Faculty Evaluation Form 3, Evaluation of Academic Personnel, and forwards it to the Dean. All evaluations must be reviewed by the Dean of the academic unit for purposes of adherence for Equal Employment Opportunity rules. A copy of these rules should be kept on file in each Dean’s office.

Each annual performance review shall be completed no later than April 1 for the prior calendar year.

Third Year Review:
All tenure-track faculty will undergo a third-year review, which will commence in the Fall Semester of his/her third year and will conclude no later than April 1 of that same year. Faculty will submit a dossier in late September of his/her third year that mirrors the promotion and tenure dossier. The department’s Rank, Tenure and Promotion Committee will review the candidate’s dossier and forward recommendations to the Department Chair who will independently review the dossier. If the Chair and the Committee agree that the faculty is making satisfactory progress, the Chair will in consultation with the Committee write a detailed letter outlining areas of strengths and weaknesses as well as meet personally with the faculty to review the recommendations. If both the Committee and the Chair recommend termination, the dossier will be forwarded to the Dean for review and recommendation before forwarding all recommendations to the Provost who will issue a notification of non-renewal no later than April 1. Faculty who do not receive a satisfactory recommendation at the completion of the third-year review will be given one additional year before termination of employment.

4.5 Notification of Renewal and Non–Renewal of Appointments

The Dean or other appropriate University officials shall give notice of the decision not to retain a tenure-track probationary faculty member in accordance with the following standards:

a) Written notice shall be given in a manner reasonably calculated to provide actual notice to the faculty member. This may include, but is not limited to, mailing to the member’s known address (as shown on the University records), delivering through the usual intradepartmental or interdepartmental university mail system, or delivering in person,

b) Notice shall be governed by the following time frame:

At least twelve months before termination, following the third-year review; contract will be renewed for one additional year if the candidate does not make sufficient progress during the first three probationary years at the University.

Each contract given to a non-tenured teacher shall include notice of tenure-track or non-tenure-track status and current number of years, if any, credited toward tenure.

4.6 Length of Tenure-Track Service

For tenure-eligible faculty, the length of probationary service will be governed by the following regulations:

Unless otherwise provided for, a probationary period shall be six years of full-time service in a tenure-track position in the academic ranks of professor, associate professor, assistant professor,
or any combination thereof. At the discretion of the University administration, time spent as an instructor may be considered toward the six-year probationary period once the faculty member has attained the rank of Associate Professor.

For the purpose of calculating the period of probationary service, an academic year shall consist of two long semesters (i.e., the fall semester and the spring semester). Summer terms shall not be counted toward fulfilling the period of probationary service.

A faculty member shall be considered to be on full-time academic service when in full compliance with the University's standards pertaining to a normal faculty workload.
Tenure track status is not a guarantee of continued employment so long as notice of non-renewal is provided in accordance with Section 4.5(b).

4.7 Procedures Utilized for Reappointment, Promotion and Tenure

The Provost shall promulgate a schedule for the consideration of reappointment, promotion and tenure requests that shall provide for sufficient time for completion from the unit level through presentation to the Board of Regents, including appeals, before May 31st.
Each school or college shall conduct an annual personnel review for each faculty member eligible for consideration for retention, promotion, tenure, or merit compensation. This review shall include, but not be limited to, the status, progress, and evaluation of a faculty member’s performance in the areas of teaching, research, and university and community service. The results of that review shall be communicated in writing to the faculty member in a timely manner and kept on file by the appropriate officials.

No later than May 1st of the faculty member’s fifth academic year of probationary service, the Dean of each college/school and Chair of each department shall notify all faculty members that they are to prepare a dossier to be submitted in September, which would occur in the beginning of their sixth year of probationary service. A tenure decision will be rendered at the conclusion of the sixth year, once the process is complete, and faculty will have one final year of employment before termination if the tenure application is unsuccessful. The Dean is responsible for approving criteria for granting tenure and/or promotion.

The individual faculty member, a departmental committee, the department chairperson, or any combination of the foregoing may initiate faculty promotions.

All academic units of the University shall establish rank, tenure, and promotion committees. Each academic unit shall determine the size of its committee and whether it will establish departmental level committees. Each committee shall establish the specific criteria as appropriate to its unit by which it will judge eligible faculty requests for tenure and promotion, based on compliance with at least the minimum University review criteria.

At every level of the promotion and tenure review process, a faculty member must be allowed an opportunity to appeal a decision before the recommendation moves up to the next level of review.

Promotion and Tenure Standards/Guidelines

Departmental Reviews

The departmental Promotion and Tenure (P&T) Committees are responsible for reviewing all persons eligible for promotion and/or tenure whose files (including a letter of appointment) have been submitted to the Chairs. Departmental P&T Committees are responsible for reviewing and writing a detailed P&T Report that assesses the candidate’s scholarly/creative activities, teaching, and service. The P&T Report should average six double-spaced pages. Using the P&T Report, the departmental committee will write a letter of justification of its (positive or negative) recommendations. The departmental P&T Committee’s letter should include the names (as well as rank and tenure status) of the committee members who participated in the review process as well as the actual vote tally (pros and cons) of members present during a secret ballot. Additionally, the vote tally will be listed on the Face Sheet accompanying the portfolio.

Department Chairs are responsible for conducting an independent review. If the department has no Promotion and Tenure Committee, the Chair will take on the responsibility of writing a detailed P&T Report (as described above), from which the Chairperson will draw to write a letter explaining expectations of the candidate and offer a comprehensive evaluation of the candidate. The letter from the Chair should address the strengths and weaknesses of the candidate. Letters containing negative
recommendations should identify/state reasons and specify areas of weakness that justify the negative recommendation. Justification for each recommendation should be clearly and fully stated. The letter from the Chair should not be a mere summary of the letter from the departmental review committee or a summary of the candidate’s evaluation of himself/herself, but should examine the merits of each individual case.

The Chair is responsible for notifying, in writing, the candidate of the decisions rendered by the departmental committee and the Chair. The Chair is responsible for forwarding to the Dean the committee’s P&T Report, letters, votes, and the Chair’s independent review/letter.

College Reviews

College P&T Committees are responsible for reviewing all persons eligible for promotion and/or tenure whose files (including letter of appointment) have been forwarded to the Deans. Using the departmental committee’s P&T Report and letter and the Department Chair’s letter, the College P&T Committee reviews the full dossier and submits a detailed letter outlining the strengths and weaknesses of each individual candidate. If the recommendation is negative, the college committee will give specific reasons to justify the recommendation. The college P&T Committee letter should include the names (as well as rank and tenure status) of the members who participated in the review as well as the actual vote tally (pros and cons) of members present during a secret ballot.

Deans are responsible for evaluating each application and writing independent recommendations. Justification for each recommendation, either positive or negative, should be clearly and fully stated and should not be mere summaries of statements sent forward by the candidate, the department committee, the Chair, or the college committee.

The Dean is responsible for notifying, in writing, the candidate of the decisions rendered by the college committee and the Dean. The Dean is responsible for forwarding the dossier to the Provost, ensuring that all votes, reviews/reports, and letters from the department and college are included in the portfolios.

The Dean will submit to the Provost’s Office the final three copies of the candidate’s dossier. The Dossiers will then be submitted to the Chair of the University-wide Promotion and Tenure Committee.

University Promotion and Tenure Committee (UP&T)

The University-wide Promotion and Tenure Committee will be duly elected from full professors in each of the academic colleges that contains faculty lines. Comprised of eight members, the UP&T Committee, functioning as an active and participatory advisory committee to the Provost, will review and vote upon dossiers before forwarding a report and recommendations to the Provost.

Provost’s Review

The Office of the Provost conducts an independent review before reviewing all recommendations from every level of the review process. With input from all levels of the process, the Provost informs each candidate of his/her decision. In the event of a negative recommendation linked to procedural flaws, candidates may ask for reconsideration of the Provost’s decisions by requesting a hearing with the
University Grievance Committee (UGC). Faculty will be provided an opportunity to appeal a decision at every level of the process, from department level reviews through the Provost’s decision.

After any reconsideration, the Provost makes recommendations and provides justifications to the President as well as forwards the recommendation of the UGC to the President. The President reviews those recommendations, makes tenure decisions, and recommends promotion actions to the Board of Regents, which makes the final promotion and/or tenure decisions. The promotion and tenure actions take effect on September 1 of the following academic year.
Organizing the Portfolio

Individual faculty members who wish to be considered for promotion and/or tenure will submit an original dossier and two copies for a total of three (3) binders, which should not exceed three-inches each. The dossiers should include selected Xeroxed copies of materials that best document the faculty member’s achievements in teaching and scholarly/creative activities. For service, faculty should include a list only of accomplishments in the CV. The binders should not include extraneous materials, such as actual conference badges or ribbons, transcripts, certificates, etc.

Faculty members should include easily identified tabs to correspond to the organizational chart outlined in the P&T Guidelines. Materials should be uniformly submitted: printed single-sided, on 8 1/2 x 11-inch paper, 12-point font, Times New Roman, and assembled in the order specified.

I. Face Sheet and Portfolio Checklist

The Face Sheet and the Portfolio Checklist are to be completed by the candidate, but it is the responsibility of the Chair and Dean to verify the accuracy of the forms. Both forms must be signed by Chairs and Deans and must accompany each set of materials sent forward.

II. P&T Reports and Letters

The final dossier should include the following: the department’s P&T Report and letter to the Chair as described under “Review Process”; the Chair’s letter; the college committee’s P&T Report if a departmental P&T Report is not available or if the candidate’s file bypasses the department because of insufficient faculty members in rank or because the candidate also serves as the Chair; the college committee’s letter to the Dean; letter from the Chair to the Dean; letter from the Dean to the Chair of the UP&T Committee; Report and cover letter from the UP&T Committee to the Provost; appointment and/or promotion letter(s); copies of annual probationary reviews, if available.

III. Candidate’s Statement

The candidate should include a brief statement of approximately three, double-spaced pages, which highlights his/her overall academic accomplishments in teaching, scholarly/creative activities, and service.

IV. Curriculum Vitae (Standardized Format for Curriculum Vitae)
Candidate shall format the *Curriculum Vitae* to include the following A-Z categories:

A) Name
B) College or School
C) Department
D) Date and Rank of First Appointment
E) Secondary Appointment(s) (if any)
F) Years Granted Toward Tenure at Time of Employment
G) Current Rank
H) Date of Current Rank
I) Date of Tenure (if held)
J) Proposed Action
   1) conferral of tenure, and/or
   2) rank of proposed promotion
K) Years of Academic Service
L) Whether or not degree is terminal (with explanation if degree is not a doctorate)
M) Schools Attended: dates
N) Degrees Earned: fields, dates
O) Special Training Programs: fields, dates
P) Field(s) of Interest
   1) Teaching
   2) Research
Q) Professional Employment: appointment, institution, dates
R) Consultantships and Professional Services: dates
S) Organizations: memberships and offices held, dates
T) Fellowships and Honors: dates
U) Awards and Prizes: dates
V) Grants: dates, amounts, whether approved and/or funded, candidate’s level of participation, and whether or not Principal Investigator
W) Scholarship
   1) Publications and Presentations with complete citations (MLA or Chicago Manual of Style, etc.): by category, most recent first.
      (a) Books or Monographs
      (b) Articles
      (c) Reviews of candidate’s scholarly/creative works
      (d) Abstracts and Scholarly Papers
      (e) Artistic Exhibits (group, invited, one-person) and Performances (directed, written, performed)
      (f) Other—In cases of multiple authorships, the candidate’s level of participation should be indicated.
   2) Other achievements in the area of scholarship
X) Teaching (classroom, graduate and professional):
   1) Load and level by year since coming to Texas Southern University
   2) Other contributions to the area of teaching
Y) Graduate contributions—Theses and Dissertations: Names of students, titles of project, and dates.

Z) Service to the University, the Profession and the Community: activity, dates
V. Evidence of achievement in Scholarly/Creative Activities, Teaching, and Service

Note: In the following section, the candidate should create sections-tabs to designate teaching, scholarly/creative activities, and service, while inserting Xeroxed copies of supporting materials for teaching and scholarly/creative activities only. No supporting materials are required for service; candidates are to provide a listing only.

A. Teaching and Student Learning

Documentation in this section includes evidence of a commitment to teaching and learning, including the following:

1. Teaching evaluation data and any existing peer evaluation of teaching

The candidate’s portfolio will include all teaching evaluations available since the appointment or last promotion, and these evaluations are to be sorted by semester and course.

2. Course Development and/or Revision

This section may contain sample course syllabi, pedagogy grant proposals, proposals for Internet teaching or distance learning, brief descriptions of projects involving student research or creativity. Additionally, this section may also include evidence of program development, such as documentation of efforts regarding student recruitment, advising, retention and efforts to foster interdisciplinary projects.

3. Evidence that Suggests Learning Beyond the Classroom

Candidates may submit evidence of students’ success, including proof of helping students who have won awards or internships, and other evidence that the candidate contributed to student learning. Teaching excellence awards, evidence of internationalizing the curriculum, and recruiting quality students should also be documented in this section.

B. Scholarly/Creative Activities
1. **Scholarly/Creative Work**: Selected/Excerpted Xeroxed copies of completed/published works should appear in the following order: books, monographs, journal articles (refereed journals should be marked with an asterisk), refereed proceedings, book chapters, other papers, juried exhibits, shows, recitals, awards, etc. Within each of these sections, the citations should be listed in reverse chronological order (starting with the most recent). Articles should be cited using the discipline’s style sheet (e.g., MLA or Chicago Manual of Style, etc.) and should include the exact title, number of pages, and the names of any co-authors in the order in which they appeared in print. Citations of creative presentations should be listed as they appear on public announcements. For exhibits, shows, recitals, etc., the information forwarded must include the dates and nature of the event(s). Xeroxed copies of programs and reviews, if any, of each creative activity are also desirable. Works actually in press as well as works accepted or under review are to be listed below (as a separate category).

2. **Manuscripts (book-length or articles) Accepted for Publication**: Include works in press as well as works accepted for publication. Provide letters from publisher(s).

3. **Reviews**: Published reviews of candidate’s scholarly/creative activities.

4. **Funded Grants and Contracts**: Candidates should provide thorough information on all funded grants and contracts, including dollar amounts and dates.

5. **Major Work(s) in Progress**: The information provided here should comment on the nature of the work(s) and identify anticipated date of completion, and list of possible publisher or date of public release.

6. **Other Indicators of Scholarly/Creative Contributions**: Candidates should include a listing of international, national, regional, and local scholarly/creative presentations and listings of technical reports, etc.

C. **Service**

The candidate should not include physical evidence, such as conference brochures, badges, ribbons, Xeroxed copies of programs, certificates, transcripts, etc. **No proof is necessary.** The candidate should provide a complete listing only for the categories below.

1. **Service to the Department, College, and University**: List committee memberships, administrative roles, and other contributions to the University.

2. **Service to the Profession/Academic Discipline**: Describe activities that strengthen the profession, including leadership in professional organizations.

3. **Service to the Community or Public**: Document public involvement that is related to the candidate’s area of expertise, including speeches, expert advice to community organizations, donations of creative or scholarly efforts to public institutions, and
consultations with private organizations, etc.

Portfolio Checklist
2010-2011

NAME__________________________ DEPARTMENT_________________ COLLEGE____________________

(PLEASE CHECK THOSE ITEMS THAT ARE FORWARDED IN EACH CANDIDATE’S PORTFOLIO.)

I. _______FACE SHEET (one with each portfolio)

II. LETTERS and REPORTS

Note: Letters and reports should be placed individually in sheet protectors in the front section of the binder and not loosely attached in the jacket pockets of the binders.

______University Promotion and Tenure Committee’s report and recommendation to the Provost
______Dean’s letter, including a statement of expectations and justification for recommendation
______College Committee’s letter explaining the recommendation, although a P&T Report will be necessary if one is not available at the department level
______Department Chair’s letter, including a statement of expectations and justification for recommendation
______Department Committee’s letter, P&T Report, along with letter explaining the recommendation
______Texas Southern University appointment and/or promotion letter(s)
______Copies of candidate’s annual probationary reviews, if available;

III. _______CANDIDATE’S STATEMENT of accomplishments in teaching and student learning, scholarly/creative activities, and academic and public service (three double-spaced pages in length)
IV. _______ CANDIDATE’S CURRICULUM VITAE (standardized A-Z format)

V. _______ EVIDENCE OF ACHIEVEMENTS IN SCHOLARLY/CREATIVE ACTIVITIES, TEACHING, AND SERVICE.

Note: Supporting documentation in the form of Xeroxed copies of selected materials should appear after each designated category or corresponding number.

A. TEACHING AND STUDENT LEARNING
   1. _______ All teaching evaluations since appointment or last promotion and, if available, peer teaching evaluations;
   2. _______ Course development and/or revision;
   3. _______ Evidence that suggests learning beyond the classroom.

B. SCHOLARSHIP AND CREATIVE ACTIVITIES
   1. _______ Arrange selected Xeroxed copies of work in the following order: books, monographs, articles (refereed articles marked with an asterisk), juried exhibits, shows, recitals, etc. Full copies of books, manuals, technical reports or their originals should be provided to the departmental P&T Committee for the creation of the department’s P&T Report and to the Chair for an independent review. These full copies or originals should also be forwarded to the college P&T Committee and to the Dean. At the conclusion of the candidate’s review at the department and/or college levels, the original materials (such as books, manuals, etc.) should be returned to the candidates and not forwarded to the Office of the Provost.
   2. _______ Book-length manuscripts and articles accepted for publication
   3. _______ Published reviews of candidate’s scholarly/creative activities
   4. _______ Funded grants and contracts, including dollar amounts and dates
   5. _______ Major works in progress but not yet accepted for publication
   6. _______ Other indicators of scholarly/creative contributions (scholarly presentations, other publications, editorial work, published courseware, citations, technical reports, etc.)

C. SERVICE
   (List the service record without providing supplemental evidence. No proof is necessary.)
   1. _______ Department, College, and University
   2. _______ Profession/Academic Discipline
3. _______ Community/Public

Signatures Required:

_________________________________________________  __________________________
Department Chair  Date

_________________________________________________  __________________________
Dean  Date
FACE SHEET

Name:________________________________________________________________________________

College:_______________________________________________________________________________

Department:____________________________________________________________________________

Action(s) requested:

_______ Promotion to Full Professor
_______ Promotion to Associate Professor
_______ Tenure

Present Status:

a. Professor ____________  Associate ____________  Assistant ____________

b. Tenured: Yes __________  No __________

c. Prior non-Texas Southern University teaching experience credited to probationary period

 ______

d. Initial Texas Southern University appointment, including a copy of original letter of appointment.

Rank (at the time of appointment) __________________

Date (at the time of appointment) __________________

e. Years in present rank at Texas Southern University, including present year: __________

Department and College Recommendations (with vote tallies based on secret ballot):

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<th>Approve</th>
<th>Disapprove</th>
<th>Abstain</th>
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<td>a. Department Committee</td>
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<td>Role</td>
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<td>b. Department Chair</td>
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<td>c. College Committee</td>
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<td>d. College Dean</td>
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<td>e. University P&amp;T Committee</td>
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**Signatures Required:**

__________________________________________________________  ________________
Department Chair  Date

__________________________________________________________  ________________
Dean  Date

__________________________________________________________  ________________
University P&T Chair  Date

All decisions at all levels of consideration or review shall be based solely upon the record as a whole. A faculty member has the right to review the record to ensure that it is complete for review by the Provost. All decisions at all levels shall be communicated to the faculty member in writing in a timely fashion. All decisions that are adverse to the faculty member concerned shall set forth fully the basis of the decision. Only tenured members of the faculty may serve on the committees that consider requests for tenure. Only faculty of higher or equal rank may participate in discussions and vote on the candidate’s rank.

The faculty of each department shall be the primary judge of the qualifications of its members,
through a peer review process. Each school and department, where applicable, shall perform peer reviews. This review process as outlined in the University’s Promotion and Tenure Standards shall form the basis of the initial peer recommendation by the unit’s elected Rank, Tenure and Promotion Committee regarding reappointment, promotion, and tenure. The department’s faculty, the Chair, the college’s/school’s Rank, Tenure and Promotion Committee, the Dean, the University Promotion and Tenure Committee and the Provost will approve the criteria set forth by the departments/academic units.

A department committee, or college/school committee where there is no department committee, shall review all matters regarding reappointment, promotion and tenure. This committee shall be composed of full-time faculty members elected by the department’s faculty, but excluding administrative faculty who have input into personnel decisions such as reappointment, tenure, and promotion. A Chair or other academic administrator may be present as a resource person but should not be present during committee deliberation and voting by secret ballot.

All requests for retention, promotion and tenure shall be initially submitted to the faculty elected departmental or unit Rank, Tenure, and Promotion Committee. Only tenured members of the faculty may serve on the Committee to consider requests for tenure. If the department committee consists of fewer than three tenured members, the Committee shall consist of tenured faculty members of the college.
A. Promotion Denial:

If recommendation for promotion is denied, the Office of the President shall notify the faculty member no later than May 15th of the year in which the candidate applied for promotion.

B. Tenure Denial

If recommendation for tenure is denied, the Office of the President shall notify the faculty member no later than May 15th of the sixth year of probationary service that the subsequent academic year, the seventh year, will be his or her last year of employment.

The faculty person shall have the right to review all documentation pertinent to the decision regarding his/her status, including proof of uniformity and accuracy in the application of the standards for tenure.

Upon receipt of the recommendation from the Provost, the President shall make a final administrative decision which shall be reported to the Board of Regents.

4.8 Tenure Award

Tenure denotes a status of continuing appointment as a member of the faculty, with service terminated only for good cause, as defined in Section 6 of this manual, and subject to due process in the determination of such cases. Tenure is not automatic and can be conferred only by the Board of Regents. Only faculty members with the academic rank of professor, associate professor or assistant professor shall be eligible for tenure. A recommendation for tenure of an assistant professor must be accompanied by a recommendation for promotion to associate professor.

In virtually every case, the award of tenure is granted in the next-to-the-last year of probationary service and becomes effective at the beginning of the next year. In cases of persons with exceptional qualifications and achievements, tenure may be granted earlier.

Faculty members who have been awarded tenure will not be given contracts (except for summer employment), but shall be given notice of salary in lieu of contracts.

4.9 Post Tenure Review

Post tenure review of all tenured faculty members is required by state law, specifically, Article III-238, Section 31 of the Appropriations Act for the current biennium. The law states as follows:

Sec. 31. Post Tenure Review. None of the funds appropriated by this Act may be expended by an institution of higher education until its governing board has filed with the Texas Higher Education Coordinating Board policies and procedures regarding post tenure review which have been adopted by the Board of Regents. Post tenure policies shall include review procedures to determine that a tenured faculty member is
performing consistently at an acceptable professional level and a mechanism whereby a faculty member is informed of any deficiencies and provided opportunities to effectively improve his or her performance.

The policies in this section of the Faculty Manual regarding post tenure review are written in accordance with this law.

Purpose: "The purposes of post-tenure review are to: identify and officially acknowledge substantial or chronic deficits in performance; determine what, if any, additional elements are necessary to develop a specific professional development plan by which to remedy deficiencies over and above those which have already been identified by the Department Chair and the faculty
member in the written plan for near-term improvement; and monitor progress towards achievement of the professional development plan."

Scope: Post-tenure review is initiated when a tenured faculty member receives two consecutive unsatisfactory annual reviews. Thus, post-tenure review is linked to the annual review. All faculty members are required to participate in the annual review process. And, all tenured faculty will undergo a post-tenure review every five years, unless chronic deficits necessitate a post-tenure review sooner than five years.

Exemptions and waivers:

1) A faculty member may be exempted from post-tenure review upon recommendation of the Department Chair and approval of the Dean when substantial mitigating circumstances exist.

2) A faculty member planning to retire at the end of the same academic year in which the post-tenure review would occur is exempt, provided that a binding letter of intent to retire is signed by the faculty member.

Guidelines: Each academic unit shall prepare written guidelines approved by the faculty, the Dean, the University Promotion and Tenure Committee, and the Provost. Although each academic unit will emphasize those criteria it deems most important, the guidelines must be consistent with the following requisites to ensure rigor:

1) The basis for post-tenure review is the faculty member's performance in the areas of teaching, service, and research/scholarship/creative work.

2) The faculty member must have input in the selection of the three-member review committee

Procedure: To ensure the necessary institutional rigor, the following procedures must be used:

1) The Department Chair will inform the faculty member in writing no later than May 1 of the second consecutive year that he or she is subject to review.

2) Within one month of notification, the faculty member to be reviewed will prepare a review dossier.

3) The dossier will contain, at minimum, the following items: current vitae, a teaching portfolio, and statement on current research, scholarship/creative work.

4) The Department Chair will add to the dossier any further materials he or she deems necessary or relevant. The addition shall be sent directly to the faculty member to be reviewed.

5) The faculty member has the right to respond in writing to the information added by the Department Chair. In addition, the faculty member may add relevant materials at any time during the review process.
6) The review will be conducted by a three-member ad-hoc committee appointed by the respective Dean, in consultation with the respective Department Chair and the faculty member to be reviewed.

Outcome:

Within three months of the submission of the dossier, the review shall be completed. The Committee may make one of three possible findings:

1) No deficiencies identified;

2) Some deficiencies identified, but are found to be unsubstantial; or

3) Substantial deficiencies.

Upon a finding of substantial deficiency, the faculty member, review committee and Department Chair shall work together to develop a professional development plan.

Written report:

All post-tenure reviews are formal and must be reduced to writing. A finding of deficiency must be substantiated and communicated in writing to the faculty member, the department chair, and the Dean.

Professional Development Plan.

1) Nature of the plan. The professional development plan shall indicate the specific deficiencies of the faculty member and how such deficiencies are to be remedied. If the faculty member, the review committee and the Department Chair fail to agree on the development plan, the Dean will determine the plan. Each plan shall contain the following:

   (a) specific deficiencies to be addressed;

   (b) specific goals or outcomes necessary to remedy the deficiencies;

   (c) an outline of the activities necessary to achieve the outcomes;

   (d) timelines for accomplishing the activities and achieving intermediate and ultimate outcomes;

   (e) the criteria for assessment of annual reviews of progress in the plan, and

   (f) the institutional resources to be committed in support of the plan.
2) Assessment:

The faculty member and Department Chair will meet annually to review the faculty member's progress towards remedying deficiencies. A progress report will be forwarded to the review committee and the Dean. Annual reviews of this faculty member shall incorporate the development plan.

3) Completion of the professional development plan:

When the objectives of the plan have been met, or no later than two years after the start of the development plan, the Department Chair shall make a final report to the faculty member and the Dean. If documented progress has been made even though all objectives of the plan have not been met, the Department Chair could request a one-year extension from the Dean before being required to submit a final report.

4) Dismissal for unsatisfactory professional performance:

If, after consulting with the review committee, the Department Chair and Dean agree that the faculty member has failed to meet the goals of the professional development plan the Dean must submit a report to the Provost recommending initiation of the University’s dismissal procedures.

4.10 Promotion Policies

POLICY FOR ACADEMIC RANK

A. Policy

Faculty promotion is not necessarily related to length of service to the University. It is awarded to faculty members who make continuing contributions in three general areas: teaching, scholarship, and professional service. Recommendations for promotion are based on evaluations made by faculty peers, internally and externally, and administrators. The evaluations are based upon the written criteria established by the academic unit. The academic preparation and other general standards associated with each faculty rank are listed in Part 3.2 above.

Promotion recognizes academic achievement not only in the University, but also in the profession at large. For the regular full-time faculty there are four levels of academic rank: (1) Instructor, (2) Assistant Professor, (3) Associate Professor and (4) Professor. The rank of instructor is non-tenure track and does not allow for promotion. An appointment must be made directly to a tenure track rank.

The faculty of each department, college, school or academic unit shall establish and promulgate criteria and procedures for appointment, retention, rank, promotion and tenure. These criteria and procedures shall be submitted to the University Promotion and Tenure Committee and administration for
review and approval and shall be consistent with the guidelines for hiring and retention as stated in this manual.

B. General Criteria for Promotion

In addition to any criteria and procedures established and promulgated by each department, college, school or academic unit, the following factors are considered in evaluation of a faculty member’s eligibility and qualification for promotion and retention:

Effectiveness of teaching as evidenced by reports from peers, students, Department Chairs and Deans.

Scholarship or creative activity as evidenced by the publication of books or articles in professional journals and periodicals, the acquisition of patents or other forms of official recognition for inventions, creations or research; prizes, awards and other forms of official recognition for creative exhibitions, paintings, performances and other art forms. External letters of evaluation may be included along with other measurement tools to evaluate the candidate’s scholarship and creative activities.

Academic and career counseling services to students as evidenced by official reports submitted, providing academic and career counseling to students.

Activities in learned societies and professional organizations as evidenced by membership, official positions held, papers read at official meetings, and citations for service.

Outstanding services to the University as evidenced by citations and other forms of official recognition for extraordinary productivity, contributions and work on committees and special projects; successful development of proposals for programs that facilitate the achievement of University goals; exhibition of leadership in the initiation and development of projects that complement the University’s programming efforts.

Significant community service as evidenced by citation, awards, positions of leadership, etc.

The weight to be assigned to each criterion will be established by each academic unit and approved by the University Promotion and Tenure Committee and the administration.

C. Time in Rank Requirements

An Assistant Professor must spend a minimum of three years in rank in order to be eligible for promotion to rank of Associate Professor. This requirement may be waived in the case where a faculty member demonstrates extraordinary merit.

An Associate Professor must spend a minimum of five years in rank in order to be eligible for promotion to rank of Professor. This requirement may be waived in the
case where a faculty member demonstrates extraordinary merit. While time in rank will be factored in a promotion decision, the successful candidate must meet the criteria for Professor set by the department or academic unit and approved by the University Promotion and Tenure Committee and administration.
4.11 Salary Determination Procedures

Although the basis for salary increases vary among the colleges/schools, the following process outlines the typical considerations across all academic units.

Each state-allocated biennial university budget includes an allocation for salaries. If the state allocates funds for a salary increase, there are three possible types: cost of living, merit, and promotion.

Increases for cost-of-living and merit are not uniform in terms of percentage due to faculty differences in productivity, prior inequities, and for other reasons.

The Dean or his/her appropriate designee shall perform an annual salary review with each faculty person in the unit over which he/she has administrative responsibility. This shall consist of a review of the academic contributions of each faculty person for the past academic year, or from the date of the last annual faculty review. The performance review shall cover the areas of teaching, research and scholarship/creative activities, public/community and University services, and any other areas related to academic performance. The Salary Determination Forms are attached as an appendix to this manual.

The Dean shall request in a timely fashion an annual activity report from each faculty person listing or outlining that person’s activities in these or other specific areas for the past academic year, or from the date of the last annual review. The activity report shall be the primary basis of the performance review. Where other material, information, and data are to be considered in the performance review, said material, information, and data shall be provided to the faculty person in a timely manner prior to the date of the annual review. The faculty person shall be given an adequate opportunity to rebut, mitigate, or challenge any negative information or data that might adversely affect his or her status, including the right to know the source of said information and data, and where appropriate, the right to confront and cross-examine such source or sources.

The Dean shall provide the faculty person with a detailed written articulation after each annual performance review. If said review is the basis for merit compensation, the Dean shall articulate how said compensation was determined in light of the review.

Each academic unit and or college or school shall establish and promulgate procedures, standards and criteria for awarding and distributing merit compensation. These processes, procedures, standards and criteria shall be submitted to the Provost and the University Faculty Salary Review Committee for compliance review and approval, and shall be kept on file along with promotion and tenure criteria. Copies of the process, procedures, standards and criteria shall be given to each faculty person by the Dean and/or through the department Chairperson.

The faculty person shall have the right to appeal the Dean’s merit increase recommendation to the Provost within thirty days of notification of the merit raise. Within ten days of receipt of the merit raise appeal, the Provost shall provide the faculty person an opportunity to present his or her appeal directly to him/her, or in the alternative, the Provost may delegate this review process to the University Faculty Salary Review Committee to hear the appeal, make a finding of facts, and render a binding decision to uphold, or overturn the decision of the Dean. If the decision is overturned, the Provost and the faculty person shall work together to determine an appropriate level of merit compensation, using as a guide, where applicable, compensation awarded other faculty in similar circumstances. To that extent, comparative information relating to other
faculty in like circumstances shall be made available to the faculty person during the appeal process.

Documentation in the form of student evaluations (if available) and peer evaluations of teaching, research, and scholarship/creative activities must accompany the merit compensation recommendations. Other evidence of research, scholarship/creative activities, public/community, and University service, such as letters of appreciation, news articles, reports, publications, video publications, awards, commendations, etc., shall also be forwarded with the recommendations and made a part of the record.

All decisions related to merit compensation shall be based solely upon the record as a whole. The record in merit compensation reviews shall be the written documentation evidenced by the annual review, activity reports and other substantiated and corroborated information and data as described and made a part of the record by the process and procedures contained herein and followed in the actual review. All hearings shall be conducted in accordance with formal due process procedure, and a written record or audio recording thereof shall be maintained and retained in the faculty person’s file.

4.12 Resignation, Termination and Dismissal

A faculty member may resign his/her faculty appointment at the end of an academic year. Notice should be given at the earliest possible time.

Termination means the discharge or removal of a faculty member with tenure, or of a non-tenured faculty member before the end of the specified term of appointment because of the physical or mental inability of the faculty member to perform normal duties or due to financial exigency of Texas Southern University.

Dismissal is the removal or discharge of a faculty member from a tenured position, or from a non-tenured position before the end of the specified term for "cause." Specific causes for dismissal are set forth under grievance procedures.
SECTION FIVE
PROFESSIONAL PRACTICES

5.1 Purpose

This section deals with the responsibility of teaching faculty to the students they teach as well as the students of the University. Recognizing that conscientious faculty foster conscientious students, the policies outlined below provide guidelines for conscientious professional practice by teaching faculty.

5.2 Faculty Workload

The following general faculty workload requirements, rules and regulations in effect are the applicable resulting policies as amended for Texas Southern University in accordance with Section 51.402 (b), (c), and (d) of the Education Code as Approved by the Board of Regents, October 5, 1978.

Deans shall be assigned not more than three semester hours per semester. A Dean shall have the option to teach or not to teach a course during the summer session. Approved by the Board of Regents, May 14, 1981.

Department Heads shall be assigned a three semester hours of classroom teaching equivalent per semester workload. Approved by the Board of Regents, May 14, 1981.

Associate Deans, Department Heads, Area Coordinators, and Area Chairpersons who receive their salaries from instructional funds will be assigned instructional duties with the equivalent of three (3) semesters hours will be credited to the teaching load or allowed for academic/administrative responsibilities resulting in a total teaching load consistent with the workload policy as approved by Board of Regents on May 6, 2005. In addition to formalized instruction by way of lecture, laboratory, practice, seminar, the independent study, and supervision of thesis and dissertation are included as well. The above will, of course, apply in the case of all other full-time instructional personnel.

Part-time faculty shall be paid on the basis of the number of semester hours taught in accordance with the pay schedule by rank as set by the University.

The assignments of faculty in the Clinical Pharmacy Program for four (4) semester hours of lecture per week and twenty-four (24) clock hours per week of supervision of practical training of fifth year Pharmacy students at Clinical Rotation Sites in hospitals and health care institutions shall constitute a full workload. This combination of work assignments is equivalent to more than the twelve (12)-semester hour workload.

It is the policy of the Texas Southern University School of Law in compliance with Standard 404 of the American Bar Association Standards and Rules of Procedure as amended in 1977 to make course load assignments on an academic year basis. The basic policy is to assign a professor no more four (4) courses during an academic year and to require said professor to teach an average of two (2) courses per semester during an academic year. Thus, a law professor is considered to have a full load that teaches two (2) courses one semester of the academic year. It is also the policy of the School of Law to give teaching load credit, normally the equivalent of one course, for research and preparation of a new course assignment.
Implementation of the Faculty Workload Policy is the collaborative responsibility of all academic administrators. In this regard, Departments Heads, Area Coordinators, and Chairpersons must assume responsibility for the assignment of instructional duties for each member of his or her departmental faculty. It is the responsibility of the Dean of each College/School to monitor all instructional assignments within his or her School and make certain that the policy on Faculty Workloads is followed or adhered to in the case of each faculty member. It shall be the responsibility of each Dean to review and otherwise monitor the Faculty Workload Policy for the total faculty of his or her College/School and certify to the Provost/Vice President for Academic Affairs and Research that the policy has been implemented as required.

Each Dean shall submit individual workload reports for each faculty member on forms developed by the Office of the Vice President for Academic Affairs/Research to include data on academic duties and other services performed. All exceptions to full or part-time workload requirements should be noted and fully explained and justified.

Prior to the 12th class day during the academic year and the fourth day of each summer term, academic Deans and Department Chairs must review and adjust faculty course offerings to eliminate all small classes and adjust faculty assignments to ensure that the proportion of time devoted to instructional activities is the same as the proportion of salary received from instructional funds.

It shall be the responsibility of the Provost/Vice President for Academic Affairs and Research to submit a summary of workload information to the President and to the Board of Regents immediately following the 12th day of classes during the academic year, and after the 4th day of each summer term. Any variations noted in the approved policy on faculty workloads will be reported.

The supervision of four dissertations or theses of students enrolled in a dissertation or thesis course shall be equivalent to a three-semester hour graduate course. The assignment of equivalency in the supervision of dissertations or theses will apply only to the principal advisor of such dissertations or theses. The supervision of fewer than four dissertations or theses can be equated by the appropriate number of credit hours based on the ratio of four dissertations or theses being equal to three semester hours of classroom teaching. Approved by the Board of Regents, May 14, 1981.

Faculty Workload Requirements

The normal faculty workload encompasses teaching, scholarly activity, service to the department, college/school, university, and other professional activities. A normal teaching load for a teacher at Texas Southern University will be governed by the following teaching load policy for the academic year (Approved by the Board of Regents, May 6, 2005).

Teaching load:

- 21 hours per academic year – When teaching undergraduate courses only without regular graduate status
- 18 hours per academic year – When teaching undergraduate courses only with regular graduate status
A normal teaching load for a teacher at Texas Southern University will be governed by the following teaching load policy for the summer terms. On the average, a teacher may expect to be assigned a classroom and/or service load of no more than twelve of the twenty-four hours in any single long term, and no more than six semester hours (seven and a half clock hours per course) in a summer term. On the average, a teacher may expect to be assigned a classroom and/or service load of no more than six semester hours (seven and a half clock hours per course) in a summer term. The teaching load must be in accordance with accreditation requirements for undergraduate and graduate academic units as set by the accreditation board(s), which approve such units at Texas Southern University, and by the Coordinating Board.

Workload assignments must be primarily the responsibility of an academic unit and its Department Chairperson or Dean. These administrators must be held accountable for individual compliance with institutional rules for distributing the duties in their academic unit so that each faculty member contributes maximally to the department program according to his or her capabilities and experience. The Provost of the institution shall be responsible for implementing the institution’s workload policy, and for reviewing college and department assignment patterns and monitoring compliance with institutional regulations.

Regular faculty shall have priority for teaching and service assignments. No temporary or part-time person or adjunct faculty member shall be employed in any capacity if there is a qualified regular faculty member available to teach the scheduled course or perform the required service function.

Where factors of capabilities are reasonably equal, faculty persons of greater experience or seniority shall be given preference in the making of all workload assignments, including summer appointments. Under special circumstances and conditions established and adopted by the faculty of the unit for the purpose of assuring that workload assignments are equitably distributed, or to accomplish legitimate educational objectives, assignments may be made without consideration of experience and seniority. The normal faculty workload encompasses teaching, scholarly activity, service to the department, college/school, university, and other professional activities. A normal teaching load at Texas Southern University for a teacher assigned to undergraduate classes only is generally considered to be no more than twenty-four credit hours of classroom and/or laboratory service during the nine-month academic year. On the average, a teacher may expect to be assigned a classroom and/or service load of no more than twelve of the twenty-four hours in any single long term, and no more than six semester hours (seven and a half clock hours per course) in a summer term. The normal teaching load for a faculty member teaching graduate classes is nine credit hours. The nine hours may consist of graduate classes only or a combination of two graduate classes and one undergraduate class up to a total of nine credit hours. The teaching load must be in accordance with accreditation requirements for undergraduate and graduate academic units as set by the accreditation board(s), which approve such units at Texas Southern University, and by the Coordinating Board.
Workload assignments must be primarily the responsibility of an academic unit and its Department Chairperson and Dean. These administrators must be held accountable for individual compliance with institutional rules for distributing the duties in their academic unit so that each faculty member contributes maximally to the department program according to his or her capabilities and experience. The Provost of the institution shall be responsible for implementing the institution’s workload policy, and for reviewing college and department assignment patterns and monitoring compliance with institutional regulations.

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Where factors of capabilities are reasonably equal, faculty persons of greater experience or seniority shall be given preference in the making of all workload assignments, including summer appointments. Under special circumstances and conditions established and adopted by the faculty of the unit for the purpose of assuring that workload assignments are equitably distributed, or to accomplish legitimate educational objectives, assignments may be made without consideration of experience and seniority.
5.3 Policies for Pursuing Academic Coursework

Texas Southern University encourages the professional development of its faculty and staff. There are, however, institutional, professional, and academic dangers involved when faculty members teach other members of the University faculty or staff. These dangers include inbreeding, conflict of interest, and restrictions of freedom of academic and administrative decisions. In view of these possible hazards, the following policies have been developed:

Faculty and staff members wishing to take a course, when such course is not part of a specific degree program, are encouraged to secure the prior permission of the instructor.

Members of the University faculty may pursue course work toward the attainment of a degree with the prior approval of the Provost.

Individuals seeking exception to these policies shall secure supervisory concurrence through normal channels for approval of personnel recommendations.

Exceptions and interpretations shall be made by the Provost.

5.4 Work Schedule

In practice, faculty and administrators of Texas Southern University devote substantial portion of their waking hours to furthering the purposes of the institution and their own professional pursuits. In general, the employment contract for nine-month faculty covers the period from August 15 to May 16.

Of necessity, the work schedules of full-time teaching faculty is flexible, except for formally scheduled classes and other scheduled activities. Indeed, beyond the requirement that faculty members meet their scheduled classes and fulfill their other faculty commitments, faculty are evaluated primarily on the quality of their performance as teachers and scholars rather than on such quantitative measures as regularity of their work schedules or the number of their preparations.

5.5 Office Hours

Each faculty member is expected to set aside appropriate periods during which he/she will be available in his/her office for conferences with students without an appointment. In order to meet this requirement, faculty members shall set aside a total of 8 hours per week at a time most convenient to students. It is preferable that faculty shall set aside two (2) hours per day four days per week, graduate faculty shall set aside six hours per week.

The designated office hours should be filed with the Department Chairperson and information about them should be given directly to students. The hours should also be posted in a location easily accessible to students so that they may present themselves for conference at the proper time. Faculty members who have Saturday classes or late evening classes should remember that their students probably cannot arrange for conference times during the regular weekdays, and they should give consideration to this fact in deciding upon conference hours.
Each department shall insure that office hours are kept and appropriate for meeting the needs of students.

5.6 Academic Counseling

Each academic unit shall establish a system of student advisement. Faculty members are expected to discuss academic problems with students, but such discussions should be predicated on the teacher’s thorough knowledge of University regulations and policies, as set forth in official catalogs and other authoritative sources. Faculty with strong dedication to students should be chosen as academic advisors. Thus, student advising is one element in assessing faculty professional performance.

5.7 Syllabus

A course syllabus (that includes course objectives and goals, weekly assignments, grading scale, expectations, etc.) must be reviewed by a departmental committee and filed with the Department Chairperson and Dean prior to the beginning of the given course.

5.8 Teaching Practices

Texas Southern University uses a semester calendar, each semester lasting for up to eighteen class weeks. Ordinarily, lecture classes meet for fifty minutes per credit hour per week. For laboratories, there are two contact hours for each credit hour. A small number of courses vary from this pattern. So, too, do summer courses.

a) Faculty Class-Meeting Responsibility:

Faculty members are obligated to meet all classes and laboratories at the time they are scheduled. Changes in class schedules may not be made without prior official approval. When there are valid reasons for being absent from class (e.g. illness, emergencies, travel on University business), the faculty member should notify the class in advance, whenever possible. Alternative arrangements such as, substitute teachers, library assignments, or other appropriate arrangements shall be used. If no advance arrangements are made, students are authorized to leave after waiting for the period of time specified by the teacher in the course syllabus. If none, the student may leave after 20 minutes of a 1-hour class. Faculty members are expected to help to insure student attendance.

Smoking in the classroom is prohibited by law, and drinking and eating are strongly discouraged.

b) Class Attendance Regulation:

Class Attendance and Unexcused Absences Policy

11/2004
Class Attendance Rule

**Freshman and Sophomore Rule:** Freshman and sophomore students are required to be present for all class meetings of any course for which they are enrolled. Students are responsible for learning about, becoming knowledgeable of and complying with the attendance policy stated in the catalog and/or faculty syllabus. Faculty members will provide details on the rules for attendance in their classes in their course syllabi. Faculty members will keep students’ attendance records by calling the roll.

**Record keeping:** A record of excused and unexcused absences will be maintained by faculty member. When requested by the student, teachers will inform the student who has been absent whether make-up work is allowed and whether absences jeopardize the student’s standing in a class.

**Make-up Work:** Students missing work due to an excused absence bear the responsibility of informing the instructor about their excused absence within one week following the period of the excused absence and of making up the missed work. The instructor shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so during the semester in which the absence occurred. The method of making up this work shall be determined by the faculty member. If a student has an excused absence on a day when a quiz is given, the instructor may deny permission for a makeup exam and simply calculate the student’s grade on the basis of the remaining requirements. The faculty member should discuss the decision with the student.

**Excused Absences (mandatory):** Student must be granted absences whenever they are representing the University in an official capacity and has been granted permission by the Office the University’s Chief Academic Officer (Provost). Students are responsible for all work missed while representing the University. Students are responsible for requesting make-up work when they return. Faculty members shall work with students that miss course work while representing the University.

**Excused Absences (discretionary):** Students are responsible for providing the faculty member reason(s) for his or her absence. The faculty member then determines the validity of the reason(s) for the absence and whether the student is to be excused for the absence. Faculty members will consider the following reasons for absence as excusable: verified illness; death in a student’s immediate family; obligation of a student at legal proceedings in fulfilling responsibility as a citizen; major religious holidays, and others determined by individual faculty to be excusable (e.g., elective University activities, etc). Appeals can be made through normal administrative channels.
Sanction for non-attendance: Within the first 20 days of a class, a student may be dropped from the course after accumulating absences in excess of 10 percent of the total hours of instruction (lecture and/or lab). Class absences will be recorded and counted only from the actual day of enrollment for the individual student in that specific class. For example: For a three credit-hour lecture class meeting three hours per week (48 hours of instruction), a student can be dropped after six hours of absence.

For a four credit-hour lecture/lab course meeting six hours per week (96 hours of instruction), a student can be dropped after 12 hours of absence.

Departments and programs governed by accreditation or certification standards may have different attendance policies.

Drop Procedure: Administrative drops are at the discretion of the instructor. Failure to withdraw officially may result in a grade of “F” in the course. Students who wish to drop a course or withdraw from the University are responsible for initiating this action. It is the prerogative of the faculty to drop students from courses in which they have accrued excessive absences. In such cases, faculty recommends through the Department Chair to the appropriate college Dean that a student be dropped from a class. The faculty member will document absences and will make a reasonable effort to communicate with the student prior to initiating the drop. If approved, the college Dean will forward the recommendation to the Registrar’s Office.

Withdrawal due to Excessive Absences: If attendance is required or serves as a criterion for a grade in a course, and if a student has excused absences in excess of one-fifth of the class contact hours for that course, a student shall have the right to petition for a “W”, and a faculty member may require the student to petition for a “W” or take an “I” in the course.

Test Responsible Students: Students who fail any part of the Placement Test are required by the State of Texas to attend remediation. The test responsible students who do not attend remediation and tutorials will be withdrawn from the University.

Juniors and Seniors Attendance Rule: For students who are classified as juniors or seniors, the following rule applies: A student is encouraged to attend classes regularly and he or she has the responsibility for performance of the work of the course, including the taking of examinations at the time they are administered to the entire class. A student must complete all classroom assignments even though he or she might not have been in class when the assignment
was made. Instructors are not obligated to give any “make-up work.” The student must realize that while absence from class itself is not justification for receiving a failing grade in a course, missing tests or assignments due to absences from class is a legitimate cause for failure.

**Attendance as Part of the Grade:** Faculty members shall not count attendance for more that 10 percent of the grade in the case of juniors and seniors or 5% of the grade for freshman and sophomore students. If a student believes the final grade is unfairly impacted by attendance requirements, an appeal can be made.

c) Examinations & Grading:

A faculty member should announce course requirements, procedures for examinations, and grading standards during the first week of class.

Oral and written tests in courses are administered at the discretion of the teacher. A final examination is required in all courses, unless specified in the syllabus disseminated during the first week of class. In classes with more than one section, it is common practice for the several teachers involved to develop and administer a group examination, though this decision is made at the departmental level.

A schedule for final examination is drawn up in the Office of the Registrar, and copies of the schedule are circulated among faculty and students well in advance of the examination period. Any change in time of the scheduled examination or the room assigned may occur only after approval of the Chair and the Registrar. Grade reports are made directly to the Registrar’s Office, according to the regular examination schedule.

Texas Southern University utilizes the following twelve final grades: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. In addition, the following grades are assigned: “W” (administrative withdrawal on terms determined by the academic unit), and “I” (incomplete work assigned when a small portion of the course requirements remain undone.) Faculty must retain all grade records for a period of one year after the student graduates or five years, whichever is less.

Recognizing the academic challenges faced by many of the undergraduate students of the University, faculty members are encouraged to give frequent feedback to each student regarding academic performance in each class. Such feedback should include information regarding student ranking, test performance to date, and how this performance relates to meeting the course requirements. This feedback should be done prior to the date of withdrawal without an adverse grade.

The grade of “I” is given only when a student’s work is satisfactory in quality but, due to reasons beyond the student’s control, he has not completed a small portion of all the requirements of the course. The missing work may be a major quiz, a final examination, a term paper, or other work. The instructor will stipulate in writing, at the time the grade is given, the conditions under which the “I” may be removed. Removal of the grade must
be within the calendar year after the “I” was assigned.

d) Grade Reports:

During the fall and spring semesters, mid-semester grades are to be submitted to the Office of the Registrar on officially supplied forms. At the end of the semester or summer term, final grades should be submitted to the Office of the Registrar on the officially supplied forms within the prescribed time limit. During the spring semester and the second summer term, grades for graduating seniors may be submitted on special
forms provided by the Registrar for priority grades a few days earlier than other grades. The grading system to be employed is set forth in official University catalogs.

Faculty members are required to submit grades within the prescribed time limit. If there are unusual circumstances, which prevent meeting the deadline, teachers are advised to discuss the matter with their Dean or Chairperson. All grades shall be submitted in person to the Office of the Registrar.

e.) Grade Changes:

Should a faculty member discover an error in the grade submitted for a student, he/she must send a letter through his/her Department Chair and Dean explaining the reason for the error and giving the correct grade to the student. This letter must be approved by the Department Chairperson and the Dean before the grade is changed in the Office of the Registrar. After such a change, the letter becomes a part of the student’s permanent record.

f.) Reporting Small Classes:

Whenever (1) any undergraduate class falls below an initial enrollment of ten students by head count, as of the twelfth day of each semester of the Fall or Spring semester or the fourth class day of each term of the Summer Session, or (2) any graduate class falls below an initial enrollment of five students by head count, this information shall be reported to the Department Chair and relayed to the administration, which must make a report of such classes to the Board of Regents. If this class size is justifiable, the class may be continued. If, however, the class is determined to be unnecessary or unjustifiable, the class will be deleted.

g.) Twentieth Day and Fourth Day Reports:

During the regular academic session, the official class enrollment as of the twentieth day is compiled and sent to state agencies. This information becomes the basis for the computation of the University appropriations. The enrollment as of the fourth day of summer term is used for similar purposes. The procedures for making these reports are the following:

1) Temporary class lists secured directly from the Registrar’s Office are made available to each teacher through his Department Chairperson. These lists show all students enrolled, and they should be checked against the roll kept by the class instructor.

2) Dates of individual drops or withdrawals are extremely important. “Dropped” or “Withdrew,” with the date of action, is to be written opposite the name of the student for whom the faculty member has an official drop or withdrawal card.

3) Each faculty member should check to see if auditors are enrolled in his/her classes. If so, they’re not to be counted in the total enrollment, and “Audit Only” should be written beside their names.
4) Each class list should be signed by the course instructor.

5) Faculty must process and hand in a Teaching Load Report together with the twelfth day-class report. Forms for this report are supplied through the department office. Whenever two or more sections or courses are taught simultaneously, instructors should indicate this in writing on the report. Whenever two faculty members are assigned to teach the same section of a course, each faculty should claim only a mutually agreed upon partial credit for that course in the teaching load report.

6) Each faculty member is responsible for submitting a prompt and completely correct report.

h. Room Assignments:

Classroom assignments are made by the Registrar’s Office in cooperation with department and unit leaders. These assignments are normally included in the official schedule of classes, together with addenda to this schedule. In the event that class changes are necessary, the Chair should communicate with the Registrar’s Office.

i. Class Enrollment:

During all registration periods, academic departments are responsible for determining class size. Final official class enrollment is determined by the Registrar’s Office with the help of the Department Chair. Appropriations for the operation of the University’s instructional program are based upon semester credit hours taught, and all records of student enrollment are audited. It is mandatory, therefore, that teachers keep careful records of student enrollment and prepare enrollment reports promptly and carefully.

To attend a particular class or section, a student must be officially enrolled through the Registrar’s Office. The teacher of the class or section is supplied evidence of official enrollment through the Office of the Registrar. Presently, this evidence is the duplicate class lists showing the student’s name and number, and the course section if there are several sections of the course. The student must attend the class or section shown on the class list. He may not attend any other section, and no teacher of another section may submit a grade for a student whose name does not appear on the first grade list for that class or section.

j. Dropping and Adding Courses:

Errors in enrollment may be corrected at the beginning of each semester or summer term through the provisions made for official changes of class sections and courses. Changes should be made on/or before the fourth class day in any summer term. Students having enrollment problems should be sent to the Registrar’s Office for information on procedures for dropping and adding courses.
k. Student Rights and Responsibilities:

As members of the academic community, students are encouraged to the capacity for critical judgment and to engage in a sustained and independent search for truth.

Co-relative to the faculty’s freedom to teach is the student’s freedom to learn. Thus, Texas Southern University sets appropriate opportunities for students to engage in this pursuit in the classroom, on the campus and in the community. The faculty member, in both the classroom and in conference, should encourage free expression, inquiry, and discussion. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgments about matters of opinion; however, they are responsible for learning the content of any course for which they are enrolled.

Students’ performance is to be evaluated solely on the academic content of the class, not on opinions or conduct in matters unrelated to the academic content of the course.

l. The Family Rights and Privacy Act (FERPA):

The following information is adapted from the U.S. Department of Education’s website at http://www.ed.gov/offices/OM/ferpa.html

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student’s education records. The law applies to all schools and universities, which receive federal funds. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student’s education records maintained by the school. The University is not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. The University may charge a fee for copies.

- Parents and eligible students have the right to request that the University correct records believed to be inaccurate or misleading. If the University decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the University still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

- Generally, the University must have written permission from the parent or eligible student before releasing any information from a student’s record. However, the law allows the University to disclose records, without consent, to the following parties.
  - University employees who have a need to know;
  - Other universities to which a student is transferring;
Certain government officials on order to carry out lawful functions;
Appropriate parties in connection with financial aid to a student;
Organizations conducting certain studies for the school;
Accrediting organizations;
Individuals who have obtained court orders or subpoenas;
Persons who need to know in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.

The University may also disclose, without consent, “directory” type information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the University must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The University must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of the University.

m. Academic Integrity:

Faculty members must not tolerate academic dishonesty in any form, such conduct as giving, receiving, or using unauthorized aid in any academic work; using another’s work without giving credit to such person (plagiarism); altering the computer files of another.

n. Students with Disabilities:

Texas Southern University adheres to federal and state law that prohibits discrimination in programs for students with disabilities. (Section 504 of the Rehabilitation Act of 1973) When the disability is documented, a notice is given to all instructors.

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o. Evaluation of Teachers by Students:

Student evaluation of teaching is conducted in every course taught by every teacher every semester. Individual academic units may conduct such evaluation on a more frequent basis. The form is supplied by the University and is administered in the absence of the faculty member being evaluated. The information will be used for faculty evaluation in the areas of annual review, retention, tenure, promotion, and post-tenure review. This evaluation must not be the sole judge of classroom performance of a faculty member. Other criteria are to be given equal weight, including evaluation of course materials, learning objectives, peer evaluation, in-class visitation by peers, statement of the faculty member regarding his/her methodology, and other criteria.
5.9 Rental of Academic Regalia

Faculty participants in the commencement convocations must wear the traditional academic costume. Teachers who wish to rent their costume will be provided with the proper forms for contracting a rental agreement well in advance of the commencement convocation itself. The University serves as an agent in the matter of rental of academic regalia, though the individual faculty member may make his own arrangement for academic regalia. He/she must indicate this, however, at the time a general inquiry relating to the availability of academic regalia is circulated among faculty. Persons renting academic regalia through the offices of the University are expected to return this regalia immediately following the completion of its use, and to pay the rental fee.
5.10 Sub-division Handbooks

The departments and sub-divisions of the University have policies and procedures available to staff members in a departmental or sub-divisional handbook. Periodic meetings of the faculties of the separate departments, schools or other sub-divisions of the University are held on a regular basis, which is announced or determined at the beginning of a term. Faculty members are expected to be present at all regular and called meetings of their department or school. Such meetings are usually devoted to discussions and presentations, which are important in providing faculty members with current information on University programs. The handbooks of the several departments and sub-divisions give detailed information about faculty and staff meetings.

At various times during the year, general meetings of the entire University faculty are scheduled. The University faculty usually meets just prior to the beginning of a regular academic semester. Other general faculty meetings, however, may be scheduled as occasions for them arise. Notice of such meetings is circulated to faculty members early enough to give ample time for proper notification.

5.11 Faculty Leaves

All leaves from designated duties at the University require official approval. The following are the types of leaves:

A. Sabbatical Leaves:

1) Policy:

All faculty members must, (by June 30), prior to the year for which the leave is requested, have completed a period of six (6) or more consecutive years of service at the university before they are eligible to apply for a sabbatical leave.

a) Application may be made for the purpose of pursuing a substantial project designed to yield publishable results and/or to enhance competency as a scholar or teacher. Sabbatical leaves may also be granted for the pursuit of an accredited terminal degree in an appropriate field of study. For faculty in the area of fine and performing arts, creative work may be considered the equivalent of scholarship.

b) A faculty members will submit a proposal for sabbatical to his/her Chair, who reviews and makes a recommendation before forwarding to the the Faculty Development Committee at the college/school level. The Faculty Development Committee at the college/school shall review the academic merits of each application and make a recommendation before forwarding the application to the Dean who reviews and makes a recommendation before forwarding the request to the Provost.

c) Application shall be submitted to the Provost of the University no later than February 1st of each year. The Provost shall review all recommendations and
make a recommendation on the request to the President.

d) The President shall take into consideration the recommendations forwarded through the various levels of review and shall make recommendation for approval or disapproval to the Board of Regents.
2. Terms of Sabbatical Leave:

   a) Half-year leaves shall be at full salary.

   b) Year leaves shall be at the rate of half salary.

   c) The period of the leave shall be credited for increment purposes, where such credit is relevant.

   d) A faculty member on sabbatical leave shall be entitled to the continuation of pension and insurance program benefits as provided by the state.

   e) Each faculty member accepting a leave must sign a written statement obligating him or her to continue to serve for at least one year after expiration of the term of the leave.

   f) Faculty members on such leave are permitted to receive additional compensation in the form of fellowships, government grants, and honoraria for the purposes related to the leave. They may also accept part-time employment directly related to the project at an institution where they are in residence for the purpose of study and research in addition to the partial salary from the University. However, total compensation from all sources may not exceed the faculty member’s full salary at the University. The leave may not be used to accept paid employment during the period of the leave except as provided above.

   g) Faculty on sabbatical leave may engage in outside employment if it does not conflict with the purpose of the sabbatical leave, and the faculty member reports the outside employment before going on leave.

B. Faculty Development Leaves:

Development leaves for faculty members may be granted as set out in Texas Education Code, Chapter 51, Subchapter C. This law provides that after two consecutive academic years at the same institution, faculty members as defined in this law may be considered for a faculty development leave for one academic year at one-half of regular salary or for one-half academic year at full regular salary. Such leaves shall be granted pursuant to procedures outlined in the Act and to the limitations therein.

C. Annual Leaves:

Faculty members who have a nine-month (academic year) appointment do not accrue annual leave. In the case of faculty who hold twelve-month administrative appointments, leaves are accumulated at a rate that depends upon the length of service. The rates of accumulation and the maximum carry forward number of hours are set forth in the Personnel Manual. The Manual sets forth nine (9) brackets ranging from seven (7) hours of accrued leave and twenty-one (21) days of carry-over
allowed in the first two (2) years to twenty (20) hours of accrued leave and sixty-five (65) days of carry-over after thirty-five (35) years.

D. Sick Leaves:

In cases where illness incapacitates a faculty member, arrangements for carrying on his/her usual duties must be made through appropriate administrative channels with the President of the University. Sick leave accrue at a rate of eight hours (8) per month for a full-time faculty member and at a pro-rated amount for less than full-time. Sick leave is available for illness to the faculty member or for the faculty member who is a caregiver to an immediate family member. The University operates a sick leave pool through which accumulated sick leave time can be contributed and withdrawn in case of catastrophic illness.

E. Family and Medical Leaves:

Under the Family and Medical Leave Act (FMLA), a faculty member is entitled to up to twelve (12) weeks of non-salaried leave upon completion of twelve months of service to the University. The faculty member is eligible for FMLA leave after exhausting paid vacation and sick leave. FMLA is available for the following reasons: (1) birth and care of a new-born child, (2) adoption or foster care of a child, (3) care of a spouse, child, or parent with a serious condition, or (4) the occurrence of a serious health condition that renders the employee unable to perform the functions of his or her job.

5.12 Leave of Absence Without Pay

A regular, full-time faculty member may be allowed a leave of absence without pay for a period not to exceed one year upon approval by the President, Provost and Academic Dean. In granting such leaves, the interests of the employing department and the University shall be given priority consideration.

During a leave without pay, service is not considered to be interrupted; however, benefits associated with pay status are affected as follows:

1) Vacation, sick leave, and state service accruals are suspended.

2) Group insurance premium sharing contributions continue and group insurance coverage may be continued provided the balance of premium payments is made to the Payroll Department.

3) Tax-sheltered annuities become inactive.

4) Membership in the Teacher Retirement System or Optional Retirement Program becomes inactive and contributions cannot be withdrawn.

5) A faculty member is not entitled to pay for holidays if on leave without pay status on both the day before and the day after the holiday.
A leave of absence without pay implies intent from the faculty member to return to work and implies intent for the University to return the faculty member to work. The employing department is required to reinstate a faculty member to the former position or to one of similar requirements and compensation upon expiration of a leave of absence without pay.

The President may extend upon the recommendation of the faculty department chair, Dean, Provost and upon the approval a leave of absence.

Failure to return to work upon expiration of a leave of absence shall result in the faculty member’s termination.

A faculty member may be granted a leave of absence without pay if the best interest of the University would be served. Such a leave may be granted provide it: (1) Does not extend beyond the year of the fiscal year, and (2) is approved by the President.

Leaves without pay, which extend beyond thirty days must be in the best interest of the University, such as research, advanced training, etc., leading to increased job ability. Applicants for such leaves must have been in the continuous employment of the University for at least two years. However, the University may grant leave without pay when the absence is due to illness, which extends beyond available sick leave with pay.

There may be circumstances under which a leave of absence for purely personal reasons may be justified. Such a request for leave should be made to the President in writing. If such a leave is granted, the employee must arrange with the Human Resources Department for a continuation of premiums in connection with group insurance and hospitalization.

All leaves of absence must be properly reported. Failure to report leaves of absence is a violation of University policy and state law. A faculty member who fails to properly report leaves of absence may be subject to disciplinary or adverse action.

5.13 Faculty Absence From Regular Duties

A. Conditions from Absence From Usual Duties

1) Authorized Travel. The University may authorize a faculty member to travel in order to maintain his standing in the community of his professional peers (i.e. regional and national meetings). Depending upon the availability of funds, the faculty member will be reimbursed.

2) When appropriate, provisions are made to carry on the duties for the absent person without additional expense to the University.

3) In case of military leave not to exceed fifteen (15) working days each year.
B.  Absence From the State

State-appropriated funds may not be used to pay the salary of any officer or employee of the University who is absent from the State for more than thirty (30) consecutive days during any fiscal year, except where an official leave and authorized payment have been granted by the Board of Regents.

5.14 Salaries and Compensations

A. Salary for Regular Long-term Faculty Members

Salaries and compensation for University faculty members are paid in equal installments at a fixed rate for the portion of the year for which services are contracted. For regular long-term faculty members this means nine equal payments totaling full compensation, less required deductions for withholding taxes, social security, group insurance, teacher retirement, and other deductions which the employee may authorize. Faculty members may authorize payment of the nine-month salary over a twelve-month period.

B. Salary For summer School and Summer Employment Provision

Payment of summer session salaries is on a monthly basis for the period of the contract. When the services of a faculty member terminate before the end of a given month, as for example, in the case of a faculty member working only the first term of the summer session, the salary check covering the period for which he is entitled to compensation will be issued at the last day of the month.

Appointments to serve in the summer session are made annually. The needs of the institution are the paramount factor in determining the appointments to be made. In the summer session there are no promotions or salary increases, and employment does not extend beyond the period specified.

Regular appointments to teach in the University, except for appointments made to those persons who serve also in administrative capacities, are made on a nine-month basis for the regular academic year. Appointments to teach in the summer session are based on the length of the summer term to which the appointment is made.

The rate of salary paid for services during the summer session may not exceed the salary rate paid the faculty member for the same or similar services during the preceding regular academic year.

C. Salary Increments for Credits Earned

The following guidelines govern the awarding of salary increments based on graduate credits earned:

1) Annual Salary increments may be given to personnel for earning additional credits toward an advanced degree in keeping with his/her rank and with the
recommendations of the department chairperson and Dean, with the approval of the President, for study done during a regular academic year.

2) Salary increments may be given to a faculty member in keeping with his/her rank and with the recommendations of the Department Chairperson, the Dean, the Provost, and the President, for study done during a regular academic year.

3) Only graduate credit from an accredited institution applicable toward the doctorate or equivalent professional degree will be considered. No increment is granted for credit earned prior to the master’s degree.

5.15 Outside Private Employment

Outside employment includes both consulting activities and other compensated outside activities of faculty members. Consulting work is defined as professional work performed outside University auspices that are substantively related to the faculty member’s area of expertise and duties at the University. Outside activities refers to employment or business activities, other than personal and private financial transactions, designated to enhance the income or wealth of the faculty member but not directly related to his/her area of expertise as a faculty member. Excessive involvement in outside employment can have a detrimental effect on performance of professional duties. Such lowered professional performance will affect decisions regarding promotion, tenure and salary.

A. Consulting. Members of the faculty of the University should not be discouraged from providing consultation or other professional services on a private basis outside the University. Such activities can benefit students by providing opportunities for enriched teaching and research, thus supporting the basic academic benefit by having its faculty maintain continuing contact with non-academic problems in the non-academic world. Thus, the University encourages consulting activities, provided that such activities present no conflicts of interest and do not diminish the quantity and quality of professional services rendered to the University as part of faculty member’s duties and responsibilities.

B. Outside full-time employment. Members of the faculty may not accept regular full-time employment with units outside the University because this action would be divisive of loyalties and does not provide the return to the University indicated in item 1.

C. Conflict of interest. Conflicts of interests should be avoided in all instances of outside employment. Conflict of interest in an academic institution means outside activity, which intrudes upon the academic functions of teaching, scholarly activities, and service to the University.

D. Use of University Facility and Equipment. A member of the University faculty shall not use the University’s name, property, or staff for private gain. A faculty member may, with the approval of the Provost, engage in endeavors
which are in the public interest and which may include remunerable research, consultation or other activity identified with and using University facilities.

E. Contractual Research. Full time faculty members who wish to conduct contractual research projects must obtain approval of the Department Chairperson, the Dean of the respective school/college and the Provost. The teaching and library responsibilities of faculty engaged in contractual research will be prorated in accordance with the percentage of time devoted to the research project and in relation to the percentage of salary paid to the researcher from the University.

F. Non-elective Public Office. Subject to the other provisions of this section, a member of the faculty may hold other non-elective offices or positions of honor, trust, or profit with the State or Texas or the United States, if his holding the other offices or positions is of benefit to the State of Texas or is required by state or federal law, and if there is no conflict between his holding the office or position and his holding the original office or position for which the member of the faculty receives salary or compensation.

G. State Office Holders. A member of the legislative branch of the State may not be paid from the State budget that funds the University, although such a person is a member of the instructional staff.

H. Reporting Requirement. Faculty members are not required to secure advance approval for consulting or outside activities, but should be prepared to disclose the nature and extent of the activities to the Department Chair and/or Dean.

5.16. Compensation Above Contracted Salaries

Faculty members who participate in special programs and projects, which are independently funded, may find that additional compensation is available for those special services. Participation in these special programs should be cleared with the Provost supervisors before a commitment is made. Should additional compensation be available for such special programs and projects, it is to be handled through the regular procedures of the University Fiscal Office; it is subject to the processes applied to regular compensation; and it is subject to review by appropriate University officials.
SECTION SIX
POLICY AND PROCEDURE FOR GENERAL FACULTY DISCIPLINE
AND TERMINATION FOR FINANCIAL EXIGENCY OR INSTITUTIONAL
CONTINGENCY

6.0 General Disciplinary Policy and Procedure

A faculty member found in violation of applicable rules and regulations of the University or State may be subject to disciplinary action ranging from a formal warning, to a letter of reprimand, or suspension from the University. Upon the occurrence of such a violation, the department of such faculty member shall establish a faculty committee to review allegations of faculty conduct that violate these rules. The immediate supervisor of the faculty member in question shall review allegations of faculty violations of the applicable rules and make recommendations accordingly. Faculty members shall retain the right to appeal any adverse review to a higher administrative level and/or to a duly constituted faculty governance committee.

6.1 Termination From Employment for Financial Exigency or Institutional Contingency

Dismissal or removal of a faculty member with tenure or of a non-tenured faculty member before the end of a specified term of appointment can be for one of the following causes; 1) Financial exigencies which are demonstrably bona fide, or 2) institutional contingencies such as curtailment or discontinuation of programs, departments, or schools. Cases of bona fide financial exigency or phasing out of institutional programs requiring a reduction of faculty may give rise to exceptions to tenure regulations and/or other provisions on rank, tenure, promotion and salary in the Faculty Manual. The Faculty Reduction Contingency Plan, as adopted by the Board of Regents, will govern such exigencies.(A copy of the plan is available in the Office of Board Relations.)
SECTION SEVEN
POLICY AND PROCEDURES FOR FACULTY DISMISSAL

7.0 Termination

Termination of the employment of a faculty member who has been granted tenure and of all other faculty members before the expiration of the stated period of their appointment, except by resignation or retirement, shall be for good cause.

7.1 Good Causes

Serious professional or personal misconduct, as determined by University due process as set forth in this section, constitutes good cause for termination. Serious professional or personal misconduct includes, but is not limited to, the following:

A. Commission of a misdemeanor involving moral turpitude, or a felony as defined by state or federal law.

B. Willful destruction of University property or violent disruption of the orderly operation of the campus.

C. Accepting or soliciting gifts that influence the discharge of one’s professional responsibilities.

D. Misappropriating and publishing as one’s own the ideas or words of another.

E. Misappropriation or illegal or serious misuse of State property, State funds, or funds held by a faculty member as part of official duties.

F. Sexual harassment, which includes, but is not limited to:

1) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment or of a student's evaluations or grades, or

2) making submission to or rejections of such conduct the basis for employment decisions, evaluations or grades affecting the employee or the student, or

3) creating an intimidating, hostile or offensive working or learning environment by certain conduct, whether physical or verbal, including but not limited to references to an individual's body; use of sexually degrading words to describe an individual; offensive behavior or comments; off-color language or jokes; innuendoes; and sexually suggestive objects or behavior, books, magazines, photographs, cartoons or pictures.

G. Discrimination or harassment on the basis of race, color, national origin, religion, sex or handicap.
H. Gross neglect of professional duties.

I. Professional incompetence. For tenured faculty, professional incompetence shall be addressed through the post-tenure review process.

J. Mental or physical disablement of a continuing nature adversely affecting to a material and substantial degree the performance of duties or the meeting of responsibilities to the institution, or to students and associates. Termination should only occur if a faculty member refuses to seek appropriate professional medical treatment or such treatment fails to provide demonstrable improvement in the faculty member’s performance.

K. Illegal use, possession and distribution of drugs, narcotics, or controlled substances as determined by University processes.

L. Repeated, intentional or knowing violation of a University or Board administrative order, rule, or regulation.

M. Refusing to participate in the post-tenure process or failure to successfully complete a post-tenure review professional development plan.

7.2 Presidential Authority

The President may suspend an accused faculty member with pay 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.

7.3 Immediate Dismissal

In cases of good cause where the facts are admitted in writing by the faculty member to the President, or the individual has been convicted for an offense which constitutes good cause for termination under this section, the President may immediately dismiss the faculty member.

7.4 Request for Hearing

In all cases where the facts are in dispute, the accused faculty member shall be informed in writing of the charges by the Provost. Upon receipt of the charges, the accused faculty member may request a hearing before a faculty hearing committee, hereafter designated as the University Grievance Committee (UGA). The request for hearing shall be submitted by the accused faculty member to the Provost within thirty (30) calendar days of receiving the charges in writing. A hearing shall be scheduled and commence within thirty (30) calendar days.

7.5 Faculty Hearing Committee

The University Grievance Committee shall be selected pursuant to Section 9.1of the Faculty Manual. Each member of the University Grievance Committee shall be subject to challenge for cause by the administration or by the faculty member. The Committee shall determine by majority vote, excluding the challenged member, whether the challenged member can serve
with fairness and objectivity in the matter. If the hearing committee shall sustain the challenges, such faculty member shall be disqualified to sit as a member of the hearing committee.
### 7.6 University Grievance Committee Procedure

A. The committee chair shall provide at least fourteen (14) calendar days written notice of the scheduled hearing date to the accused faculty member and to the University.

B. In every hearing, the accused shall have the right to appear in person and to confront and cross-examine witnesses who may appear. The accused may be assisted or represented by an attorney.

C. The accused faculty member shall have the right to testify, but the faculty member may not be required to do so, and may introduce evidence, written or oral, which may be relevant or material to the defense.

D. A stenographic or electronic record of the proceedings shall be taken and made accessible to the accused.

E. The burden of proof shall be upon the administration to prove good cause by a preponderance of the evidence.

### 7.7 Representation

A representative of the University shall have the right to attend proceedings before the University Grievance Committee and to present witnesses and evidence against the accused faculty member and in support of the charge brought against such faculty member, and such University representative shall have the right to cross-examine the accused faculty member (if the faculty member testifies) and the witnesses offered on behalf of the faculty member. The University representative may be assisted by or consist of University counsel.

### 7.8 Committee Findings and Recommendations

The University Grievance Committee, by a majority of the total membership, shall make written findings on the material facts and a recommendation of the continuance or termination of the accused faculty member's tenure or appointment within twenty-one (21) calendar days after the hearing is concluded. The original written findings and recommendation shall be delivered to the President and a copy thereof to the accused. If minority findings or recommendations are made, they shall be distributed in the same manner to the Provost and the accused within seven (7) calendar days after submission of the majority report. A copy of the transcript of the proceeding may also be included in the materials delivered to the Provost.

### 7.9 Reviews and Decision by the Provost

The Provost shall review the materials and any additional written briefs that the parties wish to submit, and approve, reject, or amend such findings and recommendations or recommit the report to the same committee for hearing additional evidence and reconsidering its findings and recommendations. In addition, the Provost may reject the Committee’s findings and/or recommendation and make a recommendation to the President for termination of the accused faculty member’s
tenure or appointment.

7.10 Reviews and Decision by the President
The President shall review all materials and recommendations and makes a decision for approval, rejection, or amendment of the findings. The recommendation shall be stated in writing and communicated to the accused and made within ten (10) days after receipt of the materials from the hearing committee.

7.11 Request for Board Review of President’s Decision

Upon written request by the faculty member, the Board may review the President’s decision. The request for review must be received in the Board of Regents’ Office within thirty (30) calendar days of the faculty member's receipt of the President’s decision. Such requests should specifically identify and discuss any defects in procedure or substance, which require review and reversal of the President's decision. The President may submit a written response to the request for review to assist the Board in its deliberations. The Provost shall provide the accused faculty member with fourteen (14) calendar day’s notice of the Board’s consideration of the matter.

7.12 Board Review

The Board shall decide by a majority whether to review the President’s decision. If the Board decides to not review the President’s decision, the President’s decision shall be final. If the Board decides to review the decision, the University Grievance Committee’s findings and recommendation, any briefs submitted, and the President’s decision and reasons for approval, rejection, or amendment of the committee's findings and recommendation shall be delivered to the Board. The Board shall decide by a majority whether to approve, reject or amend the President’s decision or recommit the matter to the University Grievance Committee for additional evidence and reconsideration of its findings and recommendation. The Board’s decision and its rationale for the decision shall be stated in writing and communicated to the accused. The Board’s approval, rejection or amendment of the President’s decision shall be final.

7.13 Alternative Dispute Resolution

A faculty member subject to termination on the basis of a performance evaluation conducted pursuant to Texas Education Code, Section 51.942 shall have the opportunity for referral of the matter to a nonbinding alternative dispute resolution process as described in Chapter 154 of the Civil Practice and Remedies Code.

7.14 Extension of Deadlines

Any deadline in this section may be extended upon mutual agreement of the parties. There shall be no waiver of any provision herein if the deadlines are not met for any reason aside from neglect.
SECTION EIGHT
GRIEVANCE PROCEDURES

8.0 Violations of the Manual by Academic Administrators

If any policy or procedure outlined in this manual has not been followed, a faculty member should make a written report to the Chairperson of the Faculty Senate. The report should include the following: the section of the manual that was violated, the person(s) and department(s) involved, and a brief description of the problem. The Chairperson should refer the complaint to the appropriate committee or person for resolution. The Chairperson of the Faculty Senate shall keep the name(s) of the person(s) filing the report confidential to the extent allowed by law.

The Faculty Chairperson or the designated agent shall report the violation to the Provost for resolution of the problem.

8.1 Faculty Grievance Procedures

The appropriate committee of the lowest academic unit for initial resolution shall hear all disputes over denial of merit raises.
A. General Grievances
1) Policy

Texas Southern University encourages fair, efficient, and equitable solutions for problems or disputes arising out of the employment relationship.

This policy applies to grievances of faculty members concerning actions of supervisors, Department Chairs, and Deans as to work load, compensation, working conditions, infringement of academic rights, and incidents involving verbal abuse or personal offense. It does not apply to issues covered by separate laws, rules or policies, such as illegal discrimination, sexual harassment, and disputes over tenure and promotion.

No faculty member will be retaliated against for filing a grievance or for aiding another faculty member in the presentation of a grievance.

To the extent permitted by law, the confidentiality of the grievance process and the records and documents related to it will be protected.

2) Procedure

Pursuant to this policy, grievances may be brought against immediate supervisors, Department Chairs, and Deans. Depending on the level at which the grievance is commenced, a sequence of steps is followed that can result in the resolution of the grievance or an appeal to the President, whose decision is final in all cases.

Grievances that reach the Provost (Step Four) may be submitted to the University Grievance Committee for an inquiry at the request of the grievant or at the election of the Provost.

Step One

Prior to filing a written grievance, a faculty member will informally present his or her grievance to the person who is its subject and the parties shall make a good faith effort to resolve the issue or issues that are the subject matter of the grievance.

Step Two

If informal efforts to resolve the grievance are not successful, the faculty member may present the grievance in writing to the next higher administrative level for consideration and action within five days of the completion of Step One. Grievances against immediate supervisors shall be directed to the Department Chair; grievances against a Chair shall be directed to the Dean; and those against a Dean shall be directed to the Provost.

The party against whom the grievance is brought shall be provided a copy of the written grievance by the Step Two administrator and shall have the opportunity to respond to it in writing and submit documents or materials in support of his or her position.

The Step Two administrator shall respond to the grievance within 10 working days of notifying the party against whom the grievance is brought of the written
grievance. The time for responding can be extended for good reason by the Provost or his or her designee, who shall do so in writing. The substance of the grievance shall not be disclosed to the Provost or designee at the time a request for an extension of time is made. Ordinarily, the extension period shall not exceed five working days.

Step Three
If the grievance remains unresolved after the designated time period, or the faculty member is not satisfied with the decision of the Step Two administrator, the faculty member may file a written appeal to the next higher administrative level.

The Step Three administrator shall respond within 10 working days of receipt of the appeal unless the Provost has extended the time period in writing. The substance of the grievance will not be disclosed to the Provost at the time the request for an extension of time is made. Ordinarily, the extension period shall not exceed five working days.

Step Four
If the grievance remains unresolved after the designated time period, or if the faculty member is not satisfied with the decision of the Step Three administrator, a further written appeal may be made to the Provost within five working days after the completion of Step Three.

The Provost may consider the appeal or may forward the appeal to the University Grievance Committee within five working days of receipt of the appeal. The appeal may also be forwarded to the University Grievance Committee if the grievant so requests when he or she submits an appeal to the Provost.

If the Provost considers the appeal, he or she shall respond to the grievant within a reasonable time, not to exceed 15 working days following receipt of the appeal. If the University Grievance Committee conducts an inquiry and makes a recommendation to the Provost, the Provost will respond to the grievant within 10 working days of receipt of the recommendation.

Step Five
If the faculty member is not satisfied with the decision of the Provost, or a response has not been made within the designated time, a written appeal may be made to the President within five working days after the conclusion of Step Four.

The President shall respond by certified mail addressed to the home of the grievant within 15 working days of receipt of the appeal. The decision of the President is final.

Records
Upon completion of the grievance process, all recordings, documents, and materials related to the processing of a formal grievance shall be forwarded to the Provost for protected storage. The confidentiality of such records will be protected to the extent possible under the law.

3) University Grievance Committee

   a. Role

 The University Grievance Committee shall be advisory to the Provost and, at the request of the grievant or the Provost, shall make an inquiry into an unresolved grievance and provide a written recommendation to the Provost concerning its resolution.

   b. Formation

 The University Grievance Committee shall consist of one elected faculty representative and one alternate from each of the college/schools of the University. The election of representatives shall be coordinated by the faculty governance organization of each school. Members will serve a three-year renewable term; alternates shall serve and vote only in the absence of the elected representative.

   c. Inquiry Procedures

 Each grievance forwarded to the University Grievance Committee for a fact-finding inquiry shall be assigned to a three-member panel randomly selected from among the committee's members by the Provost or his or her designee. The representative or alternate from the grievant’s school shall not be eligible for selection.

 The panel shall choose a chair from among its members who will be responsible for scheduling a time and place for the grievance inquiry. The chair shall also request that the parties to the grievance submit written statements of their positions with regard to the grievance, and provide the names of persons with relevant information and copies of relevant documents concerning the grievance to the chair at least 10 working days before the inquiry. The chair shall ensure that relevant documents are identified and distributed to panel members and notify other persons with information relevant to the inquiry of the need to appear at the inquiry.

 During the inquiry, members of the University Grievance Committee may ask questions of the parties and of other persons with information relevant to the inquiry. The parties or their representatives shall not be allowed to question witnesses, except at the discretion of the chair.

 All interactions between the panels, parties to the grievance, and other persons questioned at the inquiry will be tape-recorded.
After the inquiry, the panel shall deliberate and provide a written recommendation concerning the grievance to the Provost within a reasonable time not to exceed 30 days. All materials and records concerning the grievance inquiry shall be forwarded to the Provost with the recommendation.
SECTION NINE
PARTICIPATION IN UNIVERSITY GOVERNANCE

9.0 Principle of Shared Governance

Texas Southern University subscribes to the Statement on Government of Colleges and Universities formulated by the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges. The statement recognizes that the interests of the Board of Regents, the University’s administration, and the faculty are coordinated and related and unilateral effort can lead to confusion or conflict. Thus, Texas Southern University recognizes the “inescapable interdependence” among the Board of Regents, the administration, the faculty, the students, and others. This joint venture involves several areas including the following: the determination of general educational policy; academic planning; physical resources; budgeting, and selection of the President; Provost; Academic Deans and Department Chairs.

The right of a board member, administrative officer, or a faculty member to speak on general educational questions or about the administration and operations of the individual’s own institution is part of the person’s right as a citizen and should not be abridged by the institution. There exist, of course, legal bounds, relating to defamation of character, and there are questions of propriety.

9.1 Academic Committees

University Promotion and Tenure Committee (UP&TC). The University Promotion and Tenure Committee, comprised of elected tenured full professors from each of the colleges/schools, will review and make recommendations to the Provost on promotion and tenure cases.

University Faculty Salary Review Committee (UFSRC). The University Faculty Salary Review Committee, comprised of elected tenured full professors from each of the colleges/schools, will make recommendations to the Provost on matters of faculty salaries.

University Grievance Committee (UGC). The University Grievance Committee, comprised of elected tenured full professors from each of the colleges/schools, will hear faculty grievances, after a grievant has gone through the levels of appeal at the department and college levels. The UGC will be advisory to the Provost and, at the request of the grievant or the Provost, will make an inquiry into an unresolved grievance and provide a written recommendation to the Provost concerning its resolution.

University Curriculum Council (UCC). The University Curriculum Council, comprised of elected faculty from each of the colleges/schools and appropriate staff who work to enhance retention, will review undergraduate and graduate curriculum development and make recommendations to the Provost.

University Council on Teacher Education. The University Council on Teacher Education recommends to the Provost policies for the supervision of all university programs in teacher education, which may terminate in the granting of a provisional or professional certificate.

Graduate Council. The chief function of the Graduate Council is to formulate policies and regulations, which will assure maintenance of a high level of scholarship in graduate programs and courses. Specifically, the Council is concerned with the development and approval of new
programs and courses, the admission of graduate students, the evaluation of graduate programs and the approval of candidates for graduation. The Graduate Council reports to the Dean of the Graduate School.

**Faculty Research Council.** The Faculty Research Council is composed of faculty members from all schools and colleges, which comprise the academic organizational structure of the University. The Council is responsible for facilitating the accomplishment of the University’s research objectives consistent with its added designation as a special purpose institution of higher education for urban programming. The Research Council reports to the Provost.

**University Library Committee.** The University Library Committee serves as an advisory group to the University Librarian and is comprised of at least one representative from every department or academic unit at the University.
Faculty Grievance Committee. The Faculty Grievance Committee will be advisory to the Provost and, at the request of the grievant or the Provost, will make an inquiry into an unresolved grievance and provide a written recommendation to the Provost concerning its resolution.

9.2 University Administrative Committees

All standing committees of the University are appointed and approved by the President of the University, and the President as deemed may make additions to the membership appropriate.

Deans’ Council. The Deans’ Council, chaired by the Provost, serves as the chief advisory and consultative body to the Provost. The faculty representatives to this Committee are the Faculty Chairperson and the Faculty Vice-Chairperson.

Associate/Assistant Deans’ Council. The Associate/Assistant Deans’ Council, chaired by the Associate Provost/Associate Vice President for Academic Affairs, serves as the chief advisory and consultative body to the Provost through the Associate Provost.

Department Chairs’ Council. The Department Chairs’ Council, chaired by the Associate Provost/Associate Vice President for Academic Affairs, serves as the chief advisory and consultative body to the Provost through the Associate Provost.

Advisory Committee on Admissions, Registration and Financial Aid. The Committee reviews and makes recommendations regarding policies involving the following: (1) the qualifications of applicants for admission, (2) registration, planning and implementation, and (3) student financial aid. The chairperson of the Faculty Senate/Assembly shall appoint two faculty members to this committee.

Applicants that clearly satisfy admission requirements are admitted without referral to this Committee.

University Committee on Employee Relations. (Employee Relations, Policy Committee). The University Committee on Employee Relations reviews and monitors the working conditions and employment relations of University employees. It also develops and recommends programs of employee benefits. The Committee reports to the President. The chairperson of the Faculty Senate/Assembly shall appoint two faculty members to this committee.

The President’s Cabinet. The President’s Cabinet serves as the chief advisory and consultative body to the President of the University. It is a deliberative body for policy formulation related to major administration and executive decisions. The presiding officer of the Council is the President of the University. The President’s Cabinet meets weekly or at the call of the President. The Faculty Chairperson shall represent the faculty on the President’s Cabinet.

9.3 Faculty Organization
The Faculty Constitution outlines the role of the faculty in University governance.

The Faculty Assembly and the Faculty Senate are the officially recognized faculty representative bodies of the University. All members of the faculty are members of the Faculty Assembly. The Faculty Senate is the administrative arm of the Faculty Assembly.

The faculty at Texas Southern University, as officers of the University, takes an active role in the governance of the University through their involvement in the Faculty Assembly and Faculty Senate, through their participation in faculty meetings called by the departments, schools, or colleges of the University, and through their service on department, school, college, and university committees.

As indicated above, there are two official bodies through which the faculty exercises its prerogative in formulating policies and regulating the procedures, which affect the general welfare of the academic program at the University. The faculty has the major responsibility in making recommendations in such matters, and this responsibility is carried out through the Faculty Assembly and the Faculty Senate.

A description of the duties and responsibilities of each of these bodies follows:

The Faculty Assembly. The Faculty Assembly is the official legislative body of the faculty affecting the educational program of the University and the general welfare of the TSU faculty. The recommendations of the Faculty Assembly are made to the Provost or directly to the President for appropriate action. All of the Faculty Senate’s decisions, however, are subjects to review by the Faculty Assembly.

Faculty Assembly Committees:

- University Promotion and Tenure Committee
- University Faculty Salary Review Committee
- University Grievance Committee

The Faculty Assembly may establish other committees for specific tasks and for specified durations, as it deems necessary. These committees may be joint committees with representatives from the student body or from other groups.
The Faculty Senate. The Faculty Senate serves as the executive body of the Faculty Assembly, deriving its authority from the Faculty Assembly. It shall discuss and adopt resolutions upon matters relating to University life. It shall make preliminary formulations of educational policies or plan programs and make recommendations to the Assembly. Its recommendations are subject to review by the Faculty Assembly.
Section Ten – Appendices

Faculty Constitution
Faculty By-laws
List of members of the Board of Regents
Summary of Selected University Policies
Equal Opportunity Policies
  Faculty Reduction Contingency Plan
  Faculty Search and Screening Guidelines
  § Drug and Alcohol Policies
  § Nepotism Policy
  § Sexual Harassment Policy
  § Ethics Laws for State Officers and Employees
  § Expert Witness Report
  § Faculty Consulting Policy
  § Intellectual Property Policy
  § Copyright Policy
  § Patent Policy
Annual Faculty Review Forms
Appointment of Academic Administrators Form
Form for Survey of Academic Administrators
Tenure and Promotion Standards Promulgated by the Office of the Provo