

Faculty Handbook
Texas A&M University-San Antonio
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A Message from the Provost

Dear Colleagues,

As the Provost and Senior Vice President of Academic Affairs, I am pleased to share a few thoughts about Texas A&M University-San Antonio (TAMUSA) and my vision and aspirations as part of the faculty handbook. It is a privilege and honor to serve as the Chief Academic Officer in this young and ambitious institution. As such, I work closely with the faculty, staff, and university leadership toward creating a rewarding environment conducive to personal and professional growth for all at A&M-San Antonio: students and employees. To deliver this environment, the division of academic affairs collaborates across the entire campus providing quality academic programs, academic support services, and seamless integration of curricular and co-curricular programs.

Texas A&M-San Antonio is a young institution with a charming campus on the Southside of San Antonio. Most important, however, are the incredibly talented people at TAMUSA. They are people inspired by our story and mission: people who dedicate their lives to creating and sharing knowledge, engaging society, and serving others. Our faculty and staff know education can change lives. Our students are diverse in race, color, gender, and socioeconomic background. They come from the southside, northside, and all parts of San Antonio. They come from rural and urban areas in Texas and beyond, from families with generations of college education, or as the first in their families to embark on this journey. One thing is common among all those who come our way. They all dream of success. **Our job is to help all at A&M-San Antonio achieve their dreams.**

I see A&M-San Antonio as an institution where each of our faculty members excels in their own way with a different balance of teaching, scholarship, and service. However, I see support for student success at the center of all we do. I believe that higher education has a problem. We lose too many students. We lose some to life. Some lose faith in their dreams or get lost trying, and some fall through the system's cracks. Despite our best efforts, some leave because they feel they do not belong. Those who leave belong to some of the most vulnerable groups that need our help and support as we write the future of our story. **This is our calling!**

At A&M-San Antonio, we understand our students' challenges and the system's limits. We aspire to be a model for shared governance, shared dreams, and shared efforts. We aspire to continue working together, channeling our care, understanding, knowledge, and resources to help our students and employees succeed and achieve their dreams.

Sincerely yours,



Mohamed Abdelrahman, Ph.D.

Provost and Senior Vice President for Academic Affairs

Introduction

This Faculty Handbook is intended to provide a general overview of the various policies and rules relevant to Faculty members. Policies, rules, and procedures are updated more frequently than the handbook and contain more detail than presented here. Therefore, it is important for faculty to review the cited policies, rules, and procedures. If anything in this Handbook unclear, the corresponding policies, rules, procedures, or guidelines are controlling.

The University

Mission Statement:

As a proud Hispanic-Serving and Military-Embracing Institution with a predominantly first-generation student population, Texas A&M University-San Antonio transforms lives and our community by delivering a quality higher education experience that is accessible and inclusive, and by empowering students for academic success, rewarding careers, and engaged global citizenship.

Shared Governance

A&M-San Antonio maintains a philosophy of shared governance between faculty and administration. The AAUP's Statement on Government of Colleges and Universities summarizes the role of the faculty in shared governance:

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. On these matters the power of review or final decision lodged in the governing board or delegated by it to the president should be exercised adversely only in exceptional circumstances, and for reasons communicated to the faculty. It is desirable that the faculty should, following such communication, have opportunity for further consideration and further transmittal of its views to the president or board. Budgets, personnel limitations, the time element, and the policies of other groups, bodies, and agencies having jurisdiction over the institution may set limits to realization of faculty advice.

The faculty sets the requirements for the degrees offered in course, determines when the requirements have been met, and authorizes the president and board to grant the degrees thus achieved.

Faculty status and related matters are primarily a faculty responsibility; this area includes appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal. The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence, it

is implicit that responsibility exists for both adverse and favorable judgments. Likewise, there is the more general competence of experienced faculty personnel committees having a broader charge. Determinations in these matters should first be by faculty action through established procedures, reviewed by the chief academic officers with the concurrence of the board. The governing board and president should, on questions of faculty status, as in other matters where the faculty has primary responsibility, concur with the faculty judgment except in rare instances and for compelling reasons which should be stated in detail.

The faculty should actively participate in the determination of policies and procedures governing salary increases.

...

Agencies for faculty participation in the government of the college or university should be established at each level where faculty responsibility is present. An agency should exist for the presentation of the views of the whole faculty. The structure and procedures for faculty participation should be designed, approved, and established by joint action of the components of the institution. Faculty representatives should be selected by the faculty according to procedures determined by the faculty.

The agencies may consist of meetings of all faculty members of a department, school, college, division, or university system, or may take the form of faculty-elected executive committees in departments and schools and a faculty-elected senate or council for larger divisions or the institution as a whole.

The means of communication among the faculty, administration, and governing board now in use include: (1) circulation of memoranda and reports by board committees, the administration, and faculty committees; (2) joint ad hoc committees; (3) standing liaison committees; (4) membership of faculty members on administrative bodies; and (5) membership of faculty members on governing boards. Whatever the channels of communication, they should be clearly understood and observed. AAUP, *Policy Documents and Reports* 11th ed. (Baltimore: John Hopkins University Press, 2015), 120-121

Faculty Senate

The Faculty Senate, as the elected representatives of the faculty, advises the President, Provost, and Executive Team members on matters affecting the faculty and University. The Senate is also empowered to recommend policy and facilitate communication between faculty and administration. The President and Provost make regular reports to the Faculty Senate. The President and Provost should consult with the Faculty Senate on all matters related to curriculum, instruction, research, and the faculty status.

Faculty Senate Mission Statement

“The mission of the Faculty Senate of Texas A&M University-San Antonio is to foster a community of mutual respect and cooperation within the University by facilitating effective faculty participation in academic governance by providing a means by which faculty may communicate their views in matters of concern to the university. The Faculty Senate provides an organization through which the expertise, experience, and skills of faculty may be engaged in the development of the university. The Faculty Senate is dedicated to the support of the mission and values of Texas A&M University-San Antonio. The Faculty Senate works to ensure that faculty is provided with the resources and academic freedom necessary to provide innovative and challenging programs of high economic and social value for our students, community, and region. Recommendations of the Faculty Senate are communicated to the President and the Provost of the University.”

The Senate is governed by the Faculty Senate Constitution and Bylaws. At the conclusion of each spring semester, the Senate holds elections based on nominations from faculty. Only full-time faculty are eligible to vote and be nominated as a senate member.

For more information regarding the Faculty Senate, see the Office of Academic Affairs website (<http://www.tamusa.edu/provost/facultysenate/index.html>). All full-time faculty are enrolled in Faculty Town Square on Blackboard which contains Senate documents as well as discussion boards on current faculty topics.

Tenured & Tenure Track Faculty

In accordance with System Policies [12.01 Academic Freedom, Responsibility and Tenure](#) and following A&M-SA Rules [12.01.99.01 Academic Freedom, Responsibility and Tenure](#) and [12.01.01.01 Requirements for Implementing Tenure](#)

Tenured and Tenure Track Faculty Defined:

Tenured Faculty – a category of full-time faculty who have met the criteria for tenure within their respective colleges and who have been recommended by the campus president and approved by the A&M System Board of Regents for tenure. Tenured faculty may be appointed at the Associate or Professor level.

Tenure Track Faculty – a category of full-time faculty who are hired on the tenure track. Tenure Track Faculty may be appointed at the Assistant or Associate level and serve on a probationary status until approved for tenure or released by the university.

Appointment

All new faculty members must be provided with an appointment letter stating the initial terms and conditions of employment. Any subsequent modifications or special

understandings in regard to the appointment, which may be made on an annual basis, should be stated in writing and a copy given to the faculty member. All faculty members, unless the terms and conditions of their appointment letter state otherwise, are expected to engage in teaching, scholarship, and service. Essential job functions for a position may vary depending upon the nature of the department in which the faculty member holds expertise, external funding requirements attached to the position, licensing or accreditation requirements, and other circumstances. It is therefore important that essential job functions for each faculty position be listed in the initial appointment letter. If the faculty member is appointed to a tenure-track position, the letter will indicate the length of the probationary period. However, appointment is subject to renewal or non-renewal each year or until tenure is received for tenure-track positions. Decisions may be appealed in accordance with system policy 12.01.

Dismissal of Tenure Track Faculty:

Tenure Track Faculty may only be dismissed in accordance with [System Policy 12.01](#). Good cause for dismissal of a faculty member will relate directly and substantially to the performance of professional duties, and may include, but not be limited to, the following:

1. professional incompetence;
2. continuing or repeated failure to perform duties or meet responsibilities to the system academic institution or to students or associates;
3. failure to successfully complete a post tenure review professional development program;
4. moral turpitude adversely affecting the performance of duties or the meeting of responsibilities to the system academic institution, or to students or associates;
5. violation of system policies, system regulations, system academic institution rules, or laws substantially related to performance of faculty duties;
6. conviction of a crime related to the fitness of a faculty member to engage in teaching, research, service / outreach, and / or administration;
7. unprofessional conduct adversely affecting to a material and substantial degree the performance of duties or the meeting of responsibilities to the system academic institution, or to students or associates;
8. falsification of academic credentials;
9. bona fide financial exigency or the phasing out of institutional programs requiring reduction of faculty (see Section 9 of System Policy 12.01);
10. the reduction or discontinuance of institutional programs based on educational considerations and requiring the termination of faculty members (see Section 9 of System Policy 12.01); or
11. a finding of sexual harassment or other serious misconduct, in accordance with system policy.

Annual Review

In accordance [A&M-SA Rule 12.01.01.01](#) with The purpose of the annual review is to provide a mechanism for department chairs and faculty colleagues to sustain quality performance in all areas of a faculty member's responsibilities: teaching, scholarship/creative work, and service. Annual review provides valuable information both to the department's leadership about the faculty member's accomplishments and needs and to the faculty member with respect to growth in the context of departmental and disciplinary standards. Annual reviews will be conducted in an environment of openness and collegiality, with an emphasis on constructive development of the individual faculty member and the needs and expectations of the department, college, and university.

The evaluation process begins with the faculty member's submission of an annual report that summarizes accomplishments over the previous year in three areas: teaching, service, and scholarly or artistic endeavor. Faculty members prepare their own summary, using the evaluation criteria established by the faculty evaluation committee (FEC). The faculty member's report of previous activities focuses on the previous calendar year and should point out the status of long-term projects and set the context in which annual activities have occurred. The annual report for a year should also include goals for the following year in teaching, scholarly or creative activity, and service.

The focus of the annual review process shall vary from rank to rank. For non-tenure track faculty, the annual review process will serve primarily as an evaluation focusing on performance and potential for reappointment. For tenured or tenure-track faculty, the annual review must take into account the fact that progress in a scholarly career is a long-term venture; therefore, a three to five year horizon may be necessary for the accurate evaluation of scholarly progress. Furthermore, the annual review process will be conducted differently depending upon the different stages of a faculty member's career. For tenure-track assistant professors, the annual review process will also indicate progress toward tenure and promotion. For associate professors, the process will be used to identify the faculty member's progress toward promotion. Annual reviews for full professors should focus on professional development and ensuring a high level of performance is sustained.

The annual review will be part of the ongoing process of communication between the faculty member and the institution in which both institutional and individual goals and programmatic directions are clarified, the contributions of the faculty member toward meeting those goals are evaluated, and the development of the faculty member and the university is enhanced. In all cases, the annual review shall serve as the primary written documentation for evaluation of job performance in the areas of assigned responsibility and for merit salary increases. Failure to participate and/or cooperate in the annual performance evaluation process may subject the faculty member to disciplinary action up to and including dismissal.

The faculty member's report of previous activities must be focused on the previous calendar year and should allow a faculty member to point out the status of long-term projects and set the context in which annual activities have occurred. The annual report

must also include goals for the next year in teaching, scholarship and scholarly or creative activity and service. The department chair shall summarize their evaluation and expectations of the faculty member's performance for the year on the university annual performance review document. The faculty member shall indicate receipt by signing the document and will have an opportunity to submit a written response to the evaluation. This annual performance review and any related documents shall become a part of the faculty member's personnel file, which will be included in their tenure and promotion portfolio and/or at the point of post-tenure review.

Tenure and Promotion

Tenure is ultimately granted by the Texas A&M Board of Regents and is irrevocable unless specified by System Policy 12.01 "Academic Freedom, Responsibility, and Tenure." This policy can be found on the University website. Tenure is effective only at Texas A&M University-San Antonio and cannot be transferred to any other system institution.

The process of awarding tenure begins at the department and college level. When available, the faculty member should first consult the tenure and promotion guidelines of their College, Department, program, and discipline. The faculty member will undergo a pre-tenure review conducted by tenured faculty at approximately the third year of the faculty member's tenure track employment. This review is designed to provide the faculty member some assessment of progress toward tenure and identify strengths and areas of opportunity for improvement. If the faculty member's employment is tenure-accruing, the probationary period may extend up to 6 years before mandatory review.

The decision to grant tenure and promotion is contingent upon the faculty member's performance in three areas: Teaching, Service, and Research.

Teaching, Service, and Research requirements can be found in A&M-San Antonio Rule [12.01.01.01](#) and in guidelines provided by the Colleges, Departments, programs, and disciplines. The University Guidelines are listed below.

Teaching: Effective teaching is a minimum expectation for the granting of P/T, and no recommendation for tenure or promotion should be made when effectiveness of teaching is in doubt. Evaluation of teaching effectiveness should be as comprehensive as possible. The process must include information from a variety of sources, including systematic assessment of student feedback and input from peers. Among the methods that may be used to demonstrate teaching quality include but are not limited to the following:

- electronic portfolio documenting exceptional teaching strategies, academic rigor, outstanding student work, assessment of student-learning outcomes, and course revision as a result of assessment
- development of courses in the candidate's area of expertise
- peer observation of classroom performance
- student evaluation of course instruction

- receipt of an award or honor for teaching excellence from an internal or external committee or professional body
- mentoring and advising of graduate and undergraduate students as evidenced by career counseling and research supervision
- securing of outside funding for equipment, materials, tools, learning resources, and improvements of instructional efficiencies
- participation in departmental, college, and university seminars and workshops on teaching effectiveness and professional short courses

Scholarly or artistic endeavor: Scholarship is the creation and dissemination of new knowledge or creative activities. Scholarship and artistic endeavors can take many forms and should be evaluated in the context of disciplinary norms. In most disciplines, peer-reviewed scholarly journal articles or books represent the standard by which scholarship is judged. Faculty are expected to show continuing growth and professional development through research (externally or internally funded), writing, or other creative activities and through participation in professional activities within their disciplines. Examples of scholarship and artistic endeavors include but are not limited to the following:

- peer-reviewed scholarly journal articles in the faculty member's discipline or related disciplines
- peer-reviewed scholarly articles in national and international conference proceedings in the faculty member's discipline or related disciplines
- published books including textbooks in the faculty member's discipline or related disciplines; chapters within books; editorship of professional and scholarly books
- original creative writing (e.g., theatrical play, musical piece)
- public performance of an art form
- public display of a visual art form in a juried setting
- intellectual property such as software and patents
- invited or juried oral presentation of current research and/or policy analysis

Service: Service includes service to the institution, to students, colleagues, departments, divisions, and the university, as well as service to the community and the faculty member's professional societies. Examples include but are not limited to the following:

- advising and mentoring students or serving as advisor for a student organization
- member and/or chair of a departmental, college, or university committee
- mentoring of faculty colleagues, including participation in peer evaluation of teaching
- program service such as participation in program coordination, assessment, curriculum development, or course scheduling
- guest lecturer or invited speaker for an outside agency or professional organization based on scholarly expertise
- outreach to students regarding the importance of a discipline to the larger societal framework and recruiting students to academic programs

- professional service to the community, county, city, state, nation, and the world based on scholarly expertise
- service to the profession, including peer-reviewed journals; professional organizations and conferences related to one's discipline; thesis or dissertation committees at other universities; or P/T reviews at other universities.

Tenure and Promotion Timeline

- Last Friday in February: The department chair will send written notification to each faculty member who is entering their mandatory year for a tenure decision that they must apply for tenure during the subsequent academic year and be approved for tenure in order to continue employment at the university beyond the probationary period.
- March 31: Each faculty member who plans to apply for promotion and/or tenure in the subsequent academic year will submit a written notification of intent to the chair of the department. The dean of the college will forward a summary list of faculty members in the college applying for tenure and/or promotion to the provost's office no later than the 1st Friday in April.
- 1st Friday in September: Each applicant for promotion and/or tenure must submit an electronic portfolio of accomplishments and curriculum vitae to the appropriate dean. The dean will provide access to the P/T application to the appropriate reviewing authorities within the department and the college.
- 3rd Friday in September: The departmental P/T committee's written recommendations with justifications for faculty promotion and/or tenure are due to the respective department chair.
- 1st Friday in October: The academic college committee's written recommendations with justifications for faculty promotion and/or tenure are due to the respective dean.
- 3rd Friday in October: The department chair's recommendations with justifications for promotion and/or tenure are due to the dean.
- 1st Friday in November: The dean's recommendations with justifications for promotion and/or tenure are due to the provost.
- 1st Friday in December: The provost's recommendations with justifications for tenure and/or promotion are due to the president.
- 3rd Friday in January: The president renders a decision regarding all recommendations for tenure and authorizes submission of recommendations to the Chancellor and/or System Board of Regents (BoR) for approval during the March BoR meeting. The president will send a letter to the candidate relating the BoR's action on the recommendation for tenure. Written notice of denials of tenure will be provided in accordance with System Policy 12.01, Academic Freedom, Responsibility, and Tenure, section 4.1.

At each stage of internal review, the faculty member will receive a written summary of the report forwarded to the next level of review. The written summary shall describe the recommendation and a summary of the justifications either through electronic means or in paper form in a sealed envelope and in such manner as to ensure confidentiality of the decision. The parties responsible for these communications are the

committee chair, the departmental chair, the college dean, the provost, and the president. At any stage of review, a faculty member may withdraw the application for tenure and/or promotion.

At each level of review, the applicant shall be given opportunity to add their own written comments/response to the report to clarify or respond to any of its contents. Such response shall be submitted to the reviewing authority within three business days from receipt of the recommendation and shall form part of the records/personnel file of the applicant.

If there is a recommendation against tenure or promotion at any level, the applicant may request a hearing within three business days from receipt of the recommendation to be conducted by the reviewing authority at that level. That reviewing authority will schedule a hearing within three business days from such request, where the applicant may provide rationale and evidence for an affirmative recommendation on the tenure and/or promotion application. The applicant may also bring to the hearing an advocate, who can provide rationale and evidence for the candidate having met the requirements for tenure and/or promotion. The reviewing authority shall issue a decision on any changes to its recommendation within three business days from the completion of the hearing. In most cases, a hearing shall not exceed a period of more than two weeks.

Post-Tenure Review

In accordance with System Policy [12.06 Post-Tenure Review of Faculty and Teaching Effectiveness](#) and following A&M-SA Procedure [12.06.99.00.01 Post-Tenure Review of Faculty](#)

Post-tenure evaluations are made on the basis of typical criteria and factors and must occur no more often than once every year, but not less often than once every six years after the date of the award of tenure. Tenured faculty are evaluated annually to determine competency in all three areas of teaching, scholarship, and service. If the tenured faculty receives an overall unsatisfactory score or does not meet expectations in all three areas of evaluation for two consecutive years or in any three evaluations over a five-year period, the faculty member will go through a review process that focuses on professional development. Faculty will submit a PTR portfolio which will serve as mechanism for review by the PTR committee. The objective of the PTR is to provide the faculty member feedback and recognize notable achievements as well as areas where improvement can be made.

- The PTR does not take the place of the annual review.
- In the case of substantive mitigating circumstances, such as a serious illness, the PTR may be postponed upon review and approval by the dean.
- The faculty member in their sixth year since tenure, last promotion, or since their last PTR or whose performance merits PTR shall be notified that a PTR will be performed by the 1st Friday in May of the year the PTR is to be conducted.
- The appointment of the PTRC should be completed by the 1st Friday in August,

- PTR portfolio should be submitted no later than the 1st Friday in September of the review year.
- The review of performance is completed by the PTRC and submitted to the department chair by the 1st Friday in October.
- The department chair will add their comments/review and submit the completed PTR to the dean for final approval by the 1st Friday in November.
- The dean must inform the faculty member of the outcome of the PTR no later than the 1st Friday in December.

When a tenured faculty member receives an overall rating of “unsatisfactory” in any of the areas of the PTR, the dean, the department chair, and the faculty member shall develop a Professional Development Plan (PDP) by the end of the spring semester that requires the faculty member to engage in professional development activities to improve job performance, change distribution of job responsibilities, or take any such measures as necessary to specifically address the noted deficiencies found by the PTRC. The PDP shall then be implemented by the start of the next academic year. The PDP shall be in writing and shall indicate how specific deficiencies in a faculty member's performance (as measured against stated college criteria) will be remedied and will be comprised of the following:

- Identification of specific deficiencies to be addressed;
- Specific goals or outcomes necessary to remedy the deficiencies;
- Professional development plan, including professional development activities to be undertaken to achieve the necessary outcomes;
- Criteria for assessment of progress in the plan; and
- List of institutional resources, if any, to be committed in support of the plan.

For more information regarding the University's PTR process, consult university procedure.

Professional Track Faculty:

In accordance with System Policy [12.07](#) and following A&M-SA Procedure [12.07.99.00.01](#), and A&M-SA Guidelines [12.07.99.00.01.G1](#), the University employs Professional Track Faculty with several different titles.

Professional Track Defined:

“The creation of the non-tenure track of Assistant Professional Track Faculty...provides a means of securing and retaining faculty who bring to the academic institution excellence in teaching, research or service. This would include faculty whose position is in applied or clinical settings. These individuals provide a specific, professional skill to the academic institution, faculty, staff and students. In creating these new ranks, the academic institution is acknowledging that its skills are an essential part to the overall success of the academic institution and its mission.” System Policy 12.07

Professional Track Titles Used at A&M-SA:

In accordance with System Policy 12.07 § 2.4, A&M-SA has adopted the following titles for Professional Track Faculty.

Lecturers:

Lecturer. Appointment to this rank generally requires a master's or terminal degree in the teaching field and primarily be engaged in instruction. Faculty in these titles may have a service expectation but will not have a research expectation.

Senior Lecturer. Appointment to this rank generally requires a master's or terminal degree in the teaching field. It also requires significant experience related to the position responsibilities. Individuals holding the rank of Lecturer are eligible to be considered for promotion to the rank of Senior Lecturer normally after at least five years as a Lecturer.

Instructional Professors

Instructional Assistant Professor. This is an entry-level rank. Appointment to this rank generally requires the appropriate terminal degree although it is not a requirement. Faculty at this rank will be engaged in instruction, significant service, and in extenuating circumstances, administrative activities. The category of service is understood broadly to include student advising and pedagogically-related activities outside the classroom.

Instructional Associate Professor. Appointment to this rank generally requires the appropriate terminal degree although this is not a requirement. It also requires significant experience related to the position responsibilities. Individuals holding the rank of Instructional Assistant Professor are eligible to be considered for promotion to the rank of Instructional Associate Professor after at least five years as an Instructional Assistant Professor.

Instructional Professor. Appointment to this rank generally requires the appropriate terminal degree and a record of sustained performance in all areas of appointment. Individuals holding the rank of Instructional Associate Professor are eligible to be considered for promotion to the rank of Instructional Professor normally after at least five years as an Instructional Associate Professor.

Clinical Professors

Clinical Assistant Professor. This is an entry-level rank. Appointment to this rank generally requires the appropriate terminal degrees in an applied professional discipline and being licensed or license-eligible in that discipline. This appointment often involves teaching students who are working toward a degree in an applied professional discipline or who are working toward a credential that leads to state licensure. Faculty in Clinical tracks will be engaged in instruction and service and may be expected to perform administrative activities. The category of service is understood

broadly to include student advising and pedagogically-related activities outside the classroom.

Clinical Associate Professor. Appointment to this rank generally requires the appropriate terminal degrees in an applied professional discipline and being licensed or license-eligible in that discipline. It also requires significant experience related to the position responsibilities. Individuals holding the rank of Clinical Assistant Professor are eligible to be considered for promotion to the rank of Clinical Associate Professor after at least five years as a Clinical Assistant Professor.

Clinical Professor. Appointment to this rank generally requires the appropriate terminal degrees in an applied professional discipline, and being licensed in that discipline, and a record of sustained performance in all areas of appointment. Individuals holding the rank of Clinical Associate Professor are eligible to be considered for promotion to the rank of Clinical Professor normally after at least five years as a Clinical Associate Professor.

Research Professors

Research Assistant Professor. This is an entry-level rank. Appointment to this rank generally requires the appropriate terminal degree although it is not a requirement. Research Assistant Professors will be primarily engaged in research, typically funded with extramural funds. They may engage in some instructional activities. Service is not required in these titles but is not prohibited. Faculty in Research tracks will not be assigned administrative activities.

Research Associate Professor. Appointment to this rank generally requires the appropriate terminal degree although this is not a requirement. It also requires significant experience related to the position responsibilities. Individuals holding the rank of Research Assistant Professor are eligible to be considered for promotion to the rank of Research Associate Professor after at least five years as a Research Assistant Professor.

Research Professor. Appointment to this rank generally requires the appropriate terminal degree and a record of sustained performance in all areas of appointment. Individuals holding the rank of Research Associate Professor are eligible to be considered for promotion to the rank of Research Professor normally after at least five years as a Research Associate Professor.

Appointment of Professional Track Faculty:

In accordance with System Policy [12.07](#) §3.2, period of appointments of Professional Track Faculty should not exceed five years.

Evaluation of Professional Track Faculty:

In accordance with System Policy 12.07 § 4, Professional Track Faculty will be evaluated on an annual basis. Professional Track Faculty should be evaluated in accordance with

A&M-SA Guidelines [12.07.99.00.01.G1](#). These evaluations should be considered in the Professional Track promotion process.

Professional Track Promotion Timeline

- As per University Guidelines [12.07.99.00.01.G1](#), all promotions for Professional Track faculty will follow the same processes and timelines as for tenure-track and tenured faculty with slight modifications noted below.
- Last Friday in February: The department chair will send written notification to each faculty member who is eligible to apply for promotion during the subsequent academic year.
- March 31: Each faculty member who plans to apply for promotion in the subsequent academic year will submit written notification of intent to the chair of the department. The dean of the college will forward a summary list of faculty members in the college applying for promotion to the Provost's office no later than the 1st Friday in April.
- 1st Friday in September: Each applicant for promotion must submit an electronic portfolio of accomplishments and curriculum vitae to the appropriate dean. No report on scholarly and/or creative endeavors is required in the dossier. The dean will provide access to the promotion application to the appropriate reviewing authorities within the department and the college.
- 3rd Friday in September: The departmental Professional Track Promotion committee's written recommendations with justifications for faculty promotion are due to the respective department chair.
- 1st Friday in October: The Dean's Advisory Committee's written recommendations with justifications for faculty promotion are due to the respective dean.
- 3rd Friday in October: The department chair's recommendations with justifications for promotion are due to the dean.
- 1st Friday in November: The dean's recommendations with justifications for promotion are due to the provost.
- 1st Friday in December: The provost's recommendations with justifications for promotion are due to the president.
- 3rd Friday in January: The president renders a decision regarding all recommendations for promotion.

Dismissal of Professional Track Faculty:

Professional Track Faculty may only be dismissed in accordance with System Policies 12.07 and 12.01.

Faculty Rights & Responsibilities

For all following sections, “faculty” is defined as all tenured, tenure-track, and professional track faculty.

Freedom to Teach

Each faculty member is entitled to full freedom in the classroom in discussing the subject which the faculty member teaches but should not introduce controversial matter which has no relation to the classroom subject. Each faculty member is also a citizen of the nation, state and community; and when speaking, writing or acting as such, must be free from institutional censorship or discipline, subject to academic responsibility. In such instances, the faculty member should clearly state that the faculty member is not speaking for the system academic institution." [System Policy 12.01](#), section 1.2

Statement on Academic Freedom

Following [System Policy 12.01](#), section 1.1, statement on “Academic Freedom, Responsibilities and Tenure”:

...it is essential that each faculty member be free to pursue scholarly inquiry, and to voice and publish individual conclusions concerning the significance of evidence that the faculty member considers relevant. Each faculty member must be free from the corrosive fear that others, inside or outside the academic community, because their vision may differ, may threaten the faculty member's professional career or the material benefits accruing from it.

All faculty members are given complete freedom to discuss ideas relating to the course that the faculty member deems significant. Faculty may also express disagreement with other members of the University community, insofar as such disagreement is carried out in a professional manner. While a faculty member must observe the rules and procedures of the institution, they have the right to express disapproval and/or suggest alternatives. Faculty members are not constrained by institutional censorship when speaking or acting outside their official University capacity. Moreover, in such situations, faculty should clearly indicate they are not acting or speaking on behalf of the University.

Workload Policy

In accordance with System Policy [12.03](#), A&M-San Antonio Rule [12.03.99.01](#), and A&M-San Antonio Procedure [12.03.99.01.01](#).

Generally, faculty workload is as follows, but may be adjusted in consultation with the department chair.

Tenure-track and tenured faculty members with research and service expectations: six 3-semester credit hour undergraduate courses or its equivalent per academic year.

Professional Track faculty members with service and no research expectations: eight 3-semester credit hour undergraduate courses or its equivalent per academic year.

Professional Track faculty members with no service and no research expectations: ten 3-semester credit hour undergraduate courses or its equivalent per academic year.

Professional Track faculty members with research expectations: workload will be determined by the faculty member and their Chair and/or Dean.

Based on availability of resources, enrollment and other factors, a faculty member may receive additional credit for teaching a graduate course. Co-taught courses may count fully for both faculty members depending on the type and format of instruction.

Intellectual Property

In accordance with System Policy [17.01](#), faculty retain copyright ownership for all pedagogical, scholarly, or artistic works, as well as class notes, course presentations, and other teaching materials.

System Policy 17.01 controls the ownership and commercialization of other intellectual property.

Faculty Development Leave

In accordance with A&M-San Antonio Procedure [12.99.01.00.01](#), a faculty member is eligible to be considered for faculty development leave when he/she has attained tenure and has served as a member of the faculty at A&M - SA for at least six consecutive academic years. Faculty development leave may be granted for one academic year at one-half a faculty member's regular salary or for one-half academic year at their full salary. Further details are found in the procedure.

Rewards and Recognition

The Provost's office is responsible for issuing rewards and recognition to faculty for excellence in teaching, research, and service. In 2016 an annual award was implemented for each category: Distinguished Teaching, Distinguished Service, and Distinguished Scholarly, Research, or Artistic Achievement. The criteria for the award and application process are available through the Office of the Provost.

Off-Campus Travel to Workshops / Conferences

All faculty are given a budget for attending conferences and workshops held on and off campus. The travel budget for each faculty member may vary, so it is important to consult with your department chair regarding any restrictions on these events. Periodically, the VP for Finance and Administration will send reminder emails to faculty and staff regarding end-of-year reimbursement deadlines and restrictions on international travel. However, faculty are given considerable flexibility in the selection of training workshops and should leverage these funds to their fullest potential.

Grievances

Before filing a formal grievance, faculty members are encouraged to discuss grievances with their respective department chair or college dean. Alternatively, faculty may seek assistance from the Faculty Ombudsperson.

Ombudsperson: The Faculty Ombudsperson is housed in the Office of Academic Affairs. The primary duties of the ombudsperson would be to (1) work with faculty at A&M-San Antonio to explore and assist them in determining options to help resolve conflicts, problematic issues or concerns, and (2) to bring systemic concerns to the attention of A&M-SA for resolution.

If the issue cannot be resolved satisfactorily in that manner, faculty members can file a formal grievance. Faculty grievances can be categorized as those involving 1) questions of tenure, promotion, and dismissal, 2) sexual harassment and /or illegal discrimination, and 3) salary and other grievances, and 4) research misconduct.

1) Issues involving tenure, dismissal, and reduction-in-force: Procedures for handling these grievances are outlined in System Policy 12.01 "Academic Freedom, Responsibilities and Tenure," section 6. The policy for questions involving non-renewal of non-tenured and tenure-track faculty at end of appointment is provided in section 7 of the aforementioned policy.

If a faculty member cannot satisfactorily resolve their complaint informally or formally at the department, college, or provost levels, they may appeal the decision to the Faculty Senate Compliance and Grievance committee. The hearing committee will review the grievance and make a recommendation to the President and Provost as to the appropriate resolution. The hearing committee will be composed of 5-7 members one of whom will be designated as chair.

2) Sexual harassment or discrimination: See Ethics section below.

3) Salary or other grievances: The University follows system regulation 32.01.01 for complaints involving issues other than dismissal, EEO, discrimination or harassment. These matters are typically handled through administrative appeal. The faculty member is encouraged to discuss the issue with their respective department chair. If the matter cannot be resolved to the faculty member's satisfaction, they are encouraged to discuss it with their college dean. If there is still no resolution to the faculty member's

satisfaction, they may appeal to the provost. The provost will act as an ombudsman between the grievant and the college dean.

4) Research Misconduct: If a faculty member suspects that unethical conduct has occurred with respect to research, they should refer to A&M- San Antonio rule 15.99.03.O1 Ethics in Research, Scholarship and Creative Work. In addition, they may contact the Director of Graduate Studies and Research.

Academic Convocation and Commencement

Academic convocation is held each fall and fall semester usually during the week before the start of classes. At convocation, new faculty and recently tenured faculty are recognized. In addition, faculty receive information regarding University initiatives, enrollment, academic program developments, and personnel changes.

Commencement takes place each spring and fall semester after the end of the term.

Ethics

Sexual harassment or discrimination: All employees are responsible for ensuring their work and educational environments are free from discrimination. In accordance with A&M-San Antonio Rule [08.01.01.O1](#), when alleged or suspected discrimination or sexual harassment is experienced by, observed by, or made known to an employee in the course and scope of their employment, that employee is responsible for promptly reporting that information. An employee's failure to report alleged or suspected discrimination may result in disciplinary action, including dismissal.

Only certain employees may keep complaints of discrimination confidential, such as licensed health care personnel and sexual assault advocates who have completed a training program approved by the Attorney General of Texas, when acting in this capacity as part of their official employment. Researchers are deemed confidential only when the research project is federally funded and the identity of research subjects on the specific project is deemed confidential by law. All other employees informed of possible discrimination or sexual harassment should advise the reporter that they cannot keep the information confidential and are required to report it. Employees should inform the reporter where confidential guidance can be obtained, such as the student counseling center or employee assistance program. To the extent possible, the university will protect the privacy of all parties to the report.

Requests from complainants to withhold any name, or a request not to investigate or seek action against the respondent, will be considered by the university in the context of its duty to provide a safe and nondiscriminatory work, educational, and campus living environment. This may require that the university take actions when the complainant requests no action, such as when violence is involved, when the threat of violence exists, or when required by law, as in the case of elderly, disabled, or child abuse. A request to withhold information or not to investigate the alleged misconduct may limit the university's ability to respond.

All employees must cooperate fully with those performing a discrimination or sexual harassment investigation. Employees failing to cooperate with those performing an investigation may be disciplined, up to and including dismissal. Further, employees are prohibited from retaliating against a person for filing a complaint or participating in an investigation.

Equal Employment Opportunity and Affirmative Action: A&M-San Antonio is devoted to ensuring equal opportunity and access to university resources, programs, and employment. Faculty, staff, and students have an obligation to treat individuals fairly and embrace diversity. As part of the hiring process, job applicants are asked specific questions about their sex, race, ethnicity, disability, and veteran status. However, choosing not to respond or disclose this information will not result in any consequence to the applicant. The Office of Human Resources will ensure appropriate use of this data.

Sexual Harassment Policy

As stated in System Regulation [08.01.01](#), sexual harassment is “a form of sex discrimination. Unwelcome conduct on the basis of sex (of a sexual nature or otherwise): (1) by an employee of the member who conditions the provision of an aid, benefit, or service of the member on an individual’s participation in that unwelcome sexual conduct; (2) determined by a reasonable person to be so severe and pervasive and objectively offensive that it effectively denies a person equal access to the member’s education program or activity; or (3) sexual assault or dating violence, domestic violence, or stalking based on sex.” If for any reason an employee believes they have experienced sexual harassment, the matter should immediately be reported to the Title IX Coordinator or Deputy Coordinator. In addition, the provost maintains an open-door policy by which faculty or staff may consult privately for information about relevant policies and procedures, laws, etc., pertaining to sexual harassment.

System Regulation [07.05.01](#) prohibits a university employee from pursuing or having a consensual relationship with an undergraduate student at that institution. A consensual relationship in violation of this regulation may result in disciplinary action the employee, up to and including dismissal. An employee may request an exemption from the prohibition from the president or designee of the member for whom the employee works. Exemptions may be granted only in exceptional circumstances. Unless alternative arrangements are approved in accordance with System Regulation 07.05.01, a consensual relationship is also prohibited between a university employee and another individual (graduate student, staff, faculty, or third party) who is under the employee’s authority or supervision. An individual is under an employee’s “authority or supervision” if the employee has one of the following: authority over any term or condition of the other individual’s employment or academic status; job duties making the employee directly or indirectly responsible for the other individual’s hiring, supervising, evaluating, teaching, coaching, grading, advising, mentoring, or providing benefits to or obtaining benefits from the other individual, including employment.

For a consensual relationship covered by this section, the employee with the hiring, supervisory, evaluative, teaching, coaching, grading, or advisory responsibilities, or the employee providing benefits to or obtaining benefits from the third party, must promptly notify their immediate supervisor of the relationship and engage in a discussion of alternative arrangements for hiring, supervising, evaluating, teaching, coaching, grading, advising, mentoring, or providing benefits to or obtaining benefits from the other individual. An employee's failure to promptly self-report a consensual relationship under this section or a consensual relationship under this section that is not remedied through approved alternative arrangements may result in disciplinary action, up to and including dismissal. Documentation of the alternative arrangements will be signed by each affected employee and placed in their personnel file. The individual's immediate supervisor must ensure that the issue is promptly reported in writing to the university's president. The university retains the right to determine if alternative arrangements are possible and, if so, which arrangement(s) is selected.

Discrimination and Bias Reporting: A&M-San Antonio is committed to making its campus a welcoming community for diverse opinions and individuals. The university is committed to maintaining an environment that is free of coercion and supports diversity (see the "Equal Employment Opportunity and Affirmative Action Statement" section above). The Texas A&M University System defines bias/hate-related incidents as follows: "...those actions or behaviors committed that involve the intentional selection of a victim based on their membership in a group identified by race, ethnicity, disability, religion, national origin, ancestry, age, sex, veteran status, genetic information or sexual orientation." If faculty members encounter incidents involving discrimination or bias toward others within the university community or external to it, they should immediately notify the Title IX Coordinator or Deputy Title IX Coordinator.

Office Hours

All A&M-San Antonio faculty members are required to hold office hours weekly, with specific time requirements as determined by the Department. The times and days of availability selected at the discretion of the faculty member considering the needs of the students. This information should be posted in every course syllabus and/or posted on Blackboard.

Syllabus Requirements

All faculty members are required to distribute and post a course syllabus at the beginning of each semester. Designing the course syllabus is at the discretion of the faculty member, but at minimum each course syllabi must contain a current policy on accommodation provided by federal law, student code of conduct, and academic dishonesty.

[Texas State law requires that all course syllabi and instructor vitae to be posted on the course schedule within 1 week following the first day of class.](#)

Textbooks and Course Materials

All full-time faculty may select the textbooks for their courses. Faculty are not required to limit student purchases of textbooks to the University bookstore. In accordance with SB33, textbook orders must be submitted to the University Bookstore by the deadline provided.

Academic Calendar

The academic calendar is available on the webpage of the [Office of the Provost](#).

Final exam dates are scheduled at the beginning of each semester and are posted on the academic calendar.

Class Meetings

Faculty must hold classes on all regularly scheduled class days, which should be clearly posted on the course syllabi. If any off-campus meetings are scheduled, these events should be communicated to students via the course syllabus and /or through Blackboard as far in advance as possible. The faculty member should communicate to students in the event they do not hold class. Faculty members teaching online courses should also follow a similar process and communicate with students in advance of any changes to the normal course schedule.

Off-Campus Field Trips

Faculty may take students on field trips on occasion to enhance student understanding of knowledge obtained in the classroom. If faculty wish to require students to attend a field trip, they must indicate that in the course syllabus distributed at the beginning of the semester. For destinations outside of the San Antonio metropolitan area, the faculty member or sponsoring party must comply with the University travel procedure. Faculty must not transport students in their personal vehicles to any destination, whether such destination is in the San Antonio metropolitan area or not. These procedures do not apply, however, to students who are responsible for their own transportation to an off- campus site where a class is meeting, who participate in travel related to academic course requirements (e.g., internships, fieldtrips, clinical or student teaching sites), or completing their assigned duties as a university employee (e.g., research data collection). However, if the faculty member is traveling to location deemed to be high risk they should contact the Office of Student Engagement and Success as well as their supervisor to get approval for the trip.

Academic Integrity and Student Misconduct

In upholding A&M-San Antonio's core values of commitment, integrity, service, and excellence, faculty have the responsibility for reporting issues of academic integrity and

student misconduct. The Office of Student Engagement and Success provides support to faculty when such issues arise. Likewise, students also have the option for reporting grievances against faculty through the Office of Student Engagement and Success. If the incident involves an academic sanction by the instructor, the faculty member is strongly advised to report the incident to his or her department head as well as the Assistant Vice President for Student Engagement & Success.

For more information regarding the reporting process for student misconduct visit the webpage of the Office of [Student Rights and Responsibilities](#)).

Likewise, the University is committed to supporting students in times of crisis or need. Reasons for reporting an incident to JagCARE include student distress, harassment, personal or mental health issues, and potential criminal activity among students. Faculty should contact the Office of Student Engagement at (210) 784-1371 for more information regarding student rights and responsibilities and matters of student concern.

Disability Support Services

The Office of Disability Support Services (DSS) at Texas A&M University-San Antonio is committed to ensuring equal access, full participation, and reasonable accommodations by coordinating services for enrolled students with documented disabilities. DSS will provide a Letter of Accommodation (LOA) to faculty via their University email regarding student accommodations. Faculty should work with DSS and the student to ensure the accommodations listed on the LOA are provided. Any student requesting accommodation without an LOA from DSS should be referred to DSS prior to granting any accommodation. If faculty are unsure if an approved accommodation is reasonable, they should reach out to DSS to discuss the concern and to evaluate if it fundamentally alters a core requirement of the course or degree program.

The University requires that faculty post the following DSS statement on their course syllabi regarding rights of students and responsibilities of instructors:

Syllabus Statement

Texas A&M University-San Antonio is committed to providing equitable access to students with disabilities through reasonable accommodation in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you have a disability that may require accommodations, please contact Disability Support Services (DSS) for the coordination of services. Visit DSS on the 2nd floor of the Central Academic Building, Suite 210, reach us by phone at (210) 784-1335, or email us at dss@tamusa.edu. For additional information, visit the DSS website.

ADA Policy Statement

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

Confidentiality

Faculty must ensure that all records relating to students with disabilities are kept confidential. Faculty should not share information about student accommodations or student registration with DSS unless there is an educational need to know. Protect students' privacy when communicating about accommodations or registration with DSS.

Availability of Course Materials

In some cases, students may utilize Communication Access Services, Assistive Technology, adaptive equipment or books in alternative format. Faculty are responsible for ensuring that course materials such as documents, visual aids, videos and exams are accessible. If there is a question or a concern with the accessibility of a course or any course materials, contact DSS immediately. If DSS requests information regarding any course materials, respond as quickly as possible since conversion of materials into some accessible formats takes time and delayed responses may result in denial of timely access to course materials.

DSS Exam Services

If a DSS registered student is requesting to use their exam accommodations in DSS, it is their responsibility to contact DSS to schedule proctored exams approximately one week prior to the scheduled in-class date. When a student schedules, instructors will be notified via email and asked to submit the Proctor Form and exam to DSS directly. The instructor is NOT responsible for scheduling ANY student's exam with DSS. When possible, students who choose to utilize their exam accommodations will be scheduled to take the exam in DSS during the standard class time or within instructor approved time frames on the Proctor Form. If an adjustment is needed due to the availability of exam rooms or back to back classes, DSS will schedule students around their academic schedule and will reach out to the instructor for guidance. DSS will not proctor an exam without the Proctor Form. If a student is unable to take a scheduled exam because the Proctor Form or exam was not submitted to DSS, the instructor is responsible for providing an extension to the student for a rescheduled appointment.

For online exams, once an instructor receives a Letter of Accommodation (LOA) for a DSS registered student, it is the instructor's responsibility to adjust the time frame for all online exams during the semester. The amount of time for which the student has been approved is located under the exam accommodation section on the LOA. If the online exam requires proctoring and is scheduled in DSS, instructors must submit a Proctor Form along with any necessary access codes to the online accommodated exam.

We encourage instructors to contact our office for clarification about DSS exam services, as needed.

Academic Advising

The University has advising staff that assists faculty and ensures that the student's progress toward their academic goal is planned and transparent. The advising staff serves as a resource for students when they need assistance registering for courses, obtaining degree plans and verifying transfer credits.

Although students frequently interact with the advising staff, they often come to faculty to get advice on courses, degree plan requirements, and career opportunities. Faculty must familiarize themselves with the degree requirements for their respective program. In the event that faculty offer new courses or have specific guidelines that apply to select courses, such as internships, it is to their advantage to make the advising staff aware of these conditions before course registration begins.

Faculty are not expected nor required to provide academic advising for undergraduate students.

Human Resources and Employment Information

Faculty will find information on the [Human Resources website](#) regarding benefits, employment, rules and procedures, as well as forms (such as for travel).

Benefits

Several employee insurance options are available to benefits-eligible faculty members including a self-insured preferred provider organization health plan which includes a basic life insurance provision. Benefits- eligibility is defined as employment for at least 4 1/2 months at an appointment of 50% FTE or greater. Beginning the first of the month following the 60th day of employment, the A&M System pays part of the cost of health insurance for the employee and their eligible dependents.

Optional benefit plans, such as Vision, Dental, Life, Dependent Life, Accidental Death and Dismemberment, and Long-term Disability are also available.

Detailed information about The Texas A&M University System insurance plans can be obtained by contacting the Human Resources Office or on-line through the TAMU-System Benefits Administration Office.

Single Sign On is a web portal through which TAMUS employees can access and review their insurance benefits information via SSO and Workday as well as view other personal data and payroll information. Additionally, allowable insurance changes can be made using the Workday application.

The Texas A&M University System Workers' Compensation Insurance Program was created by the 52nd Legislature of the State of Texas to provide reasonable and necessary medical coverage and indemnity payments to employees who sustain injuries or occupational disease while in the course and scope of their employment. Direct administration of the Workers' Compensation Insurance Program is provided by the Director of System Risk Management and Safety who, along with the Manager for

Workers' Compensation Insurance, coordinates the program throughout the System and establishes uniform System-wide procedures. Faculty members must report their injuries promptly to their immediate supervisor who should submit an incident report to the Office of Human Resources. Additional information about the Workers' Compensation Program can be found at the Texas A&M University System Website

Benefits-eligible faculty members must participate in a retirement program as a condition of employment. Full-time faculty members may elect to participate in an Optional Retirement Program (ORP) in lieu of the Teacher Retirement System of Texas. Essentially, TRS is a defined benefit plan while ORP is a defined contribution plan in each state.

Selecting a retirement plan is a crucial decision which demands that the faculty member carefully compare the benefits available under each program. An eligible faculty member has the option to elect the ORP plan during their first ninety days of employment. Electing to participate in the ORP is an irrevocable one-time-per-career decision.

State and employee contribution levels are established biennially by the State Legislature.

For more information on the retirement plans, please refer to the following System policies and regulations:

- System Policy [31.02.08](#) Teacher Retirement System of Texas
- System Regulation [31.07.01](#) Retirement and Employment after Retirement
- System Regulation [31.07](#) Retirement

Additional information on TRS, ORP and other supplemental retirement programs such as tax-deferred annuities (TDA) and deferred compensation plans (DCP) can be found on the TAMU-System Benefits Administration website.

University-Sponsored Benefits

Information about faculty enrollment in classes can be located at A&M-SA Procedure [31.99.01.O0.01](#) Employees Registering as Students. The tuition assistance scholarship form is also available online.

State law permits the families of faculty members (employed at least half-time on a regular monthly salary basis) from out-of-state to pay Texas resident tuition when registering for courses at the University.

It is recommended that employees choose to electronically deposit their paychecks. The deposit will be available on the first working day of each month. Employees may view or print their payroll advice statements (check stubs) via the web using Workday. Printed checks for those not electing direct deposit via ACH will be available in the Business Office on the appropriate pay date.

The first salary check of each appointment year is dated the first working day of October. Faculty members are paid in nine or twelve monthly installments. Faculty budgeted for nine months may elect twelve monthly installments by completing Save for Summer authorization available on the Payroll pages of the University website.

Faculty members and their dependents are eligible to use campus facilities including the University Library. Faculty identification cards are issued free of charge.

Workload Adjustment for Acute Family Care

The University is committed to providing an inclusive and family-friendly workplace environment for faculty, recognizing that there are many types of family and domestic responsibilities. It is University policy to provide temporary workload adjustments (“TWA”) in response to acute family care. This policy describes the range of situations for which TWA are suitable, the process by which TWA are requested and approved, and several typical scenarios that illustrate appropriate use of TWA. Details are available through the [Office of Human Resources](#).

Resignations

Faculty members who do not intend to return to their position for the following year should provide notice in a reasonable time. There are check-out procedures that faculty must follow when they end their employment with the University. Contact [Human Resources](#) for more information regarding the check-out process.

Employee Training

Periodically, the Center for Teaching and Learning or the Office of Information Technology Services hosts professional development training for faculty. Visit the Center for Teaching and Learning or the Academic Technologies area of the IT website for more information on the services, training, and support available to faculty.

Holidays

The state legislature authorizes between 12 and 15 holidays each year. The President’s office distributes a [list of approved holidays](#) prior to the beginning of the new calendar year.

Single Sign-On (SSO)

SSO is a platform to access Workday to retrieve paystubs, view benefits, change personal data including change of address and federal withholdings, and enter leave time; TrainTraq for required University trainings; and Concur for University related travel. To access [SSO](#), you will need your UIN and password. SSO is located at.

Sick Leave

In accordance with System Regulation [31.03.02](#), Faculty members are eligible to accrue sick leave with 4.5 months of employment and 50% effort or greater. Leave will accrue

based upon the percent of effort. Accumulated amounts of sick leave are carried forward from one year to the next. Sick leave may be taken when doctor appointments, actual illness, injury, or pregnancy and confinement of the faculty member or his or her immediate family prevent the fulfillment of his or her duties. Accumulated sick leave ends on the last day of employment. In accordance with System Regulation 31-06-01, accumulated sick leave may be donated to the sick leave pool. A sick leave pool is available for all benefits eligible faculty members who have exhausted all leave, and who suffer, or whose immediate family member suffers, from a catastrophic illness or injury resulting in the employee being away from work for more than 80 hours. In accordance with A&M-San Antonio Procedure [31.03.04.00.01](#), faculty members who have exhausted accrued sick leave can request a leave of absence without pay for up to three months from the Provost and for more than three month from the President.

Vacation

In accordance with System Regulation [31.03.01](#), faculty members appointed to a 9-month contract do not accumulate vacation leave but may take off during University holidays and student breaks, such as spring break. Moreover, faculty are not under contract during the summer months but may choose to teach summer courses. Faculty members teaching summer courses may not take vacation during the session in which they are teaching, even though they are not under contract. However, faculty members may choose not to teach during summer sessions.

Faculty members who are appointed to a 12-month contract and/or accrue vacation time must obtain approval from their respective supervisor when the requested time occurs during a normal teaching session. Requests should be submitted through Workday.

Resources & Support

Office of Academic Affairs

The Provost and VP of Academic Affairs makes decisions regarding faculty matters. The provost is an ex-officio member of the Faculty Senate and regularly attends faculty senate meetings to listen to concerns, answer questions, and provide feedback to faculty.

The provost and college deans maintain an open-door policy whereby faculty may consult in confidence regarding any issues that may affect the performance of their duties. A&M-San Antonio values the principals of academic freedom, shared governance, integrity, and fairness. The Office of Academic Affairs is committed to providing an environment that facilitates opportunities for growth, professional development and advancement.

The following are some of the processes and procedures the Office of Academic Affairs oversees:

- Faculty appointment, promotion, and tenure policies

- Annual review policies
- Merit review policies for faculty members
- Professional development and training
- Rewards and recognition
- Retention of faculty
- Faculty developmental leave
- Institutional effectiveness

Faculty Research

The Office of Research and Graduate Studies offers support to faculty to conduct independent as well as collaborative research with students and colleagues. All tenure-track faculty are expected to conduct research; however, each college establishes its own criteria on what is required to meet promotion and tenure, as well as post-tenure standards for research. The University's IRB consists of faculty from each college and is charged with reviewing and approving faculty research on human subjects, as well as establishing guidelines in accordance with federal law. All faculty must complete CITI training prior to beginning a research project involving human subjects' data. For more information regarding the IRB's policies, procedures, and applicable forms, see (<https://www.tamusa.edu/graduate-studies-research/research/institutional-review-board/index.html>).

Each year the Office of Research and Graduate Studies provides information regarding research opportunities, grants, conferences, and symposiums that may be of interest to faculty and students. The Annual Pathways Student Research Symposium is hosted by a different Texas A&M system campus each year and is open to A&M faculty and students from all disciplines.

In addition to the Pathways Symposium, the University hosts an annual Student Research Symposium in the spring for A&M-SA students from all disciplines to present their research as oral or poster presentations.

Guidelines for Authorship and Publication Practices

In recent years, faculty have encountered issues involving the publication of multi-authored research. Faculty may wish to consult TAMU Rule [15.99.03.M1.02](#) "Guidelines for Authorship and Publication Practices" (please note that this procedure has not been instituted at A&M-San Antonio and is meant to be used as a reference) for suggestions on how to protect themselves from recourse or liability arising from multi-authored research.

Community Engagement and Partnership

The University will encourage and support faculty members' collaboration with outside agencies on applied research projects. The Mays Center for Experiential Learning and Community Engagement supports student and faculty engagement in experiential and

service learning experiences. You may also contact your department chair or career services for a list of agency contacts for potential research collaborations. (www.tamusa.edu/mays/)

Library Services for Faculty

The University Library currently located in the Central Academic Building is preparing to move to a new three-story building immediately south of Classroom Hall. Archives & Special Collections contains collections of enduring historical value that are relevant to the academic programs of A&M-SA, and is publicly accessible on the third floor. Our professional librarians, archivists, and staff offer you individualized research assistance and advanced research consultations in person, over the phone, by text message or e-mail, and via the web whenever the Library is open.

If the Library does not own a book, journal article, media, or other item that you need, you may request the Library purchase or borrow it for you. Borrowing external material is possible through ILLiad, the interlibrary loan service. You can also get your TexShare card through the library. TexShare allows you to check out books directly at most Texas libraries, including all academic libraries in the greater San Antonio area.

The Library staff provides instructional support for faculty—both online and in the classroom. Each college has a dedicated librarian to help faculty develop programs and course-specific resources of interest. The Library also offers an institutional repository, with which we are able to highlight faculty research and creative works and make those available to researchers worldwide. For more information about library resources available to faculty, visit <https://libguides.tamusa.edu/faculty>.

The University Library Committee represents your interests to the Executive Director of the Library. The committee is comprised of faculty members from all three colleges, an appointed member from Faculty Senate, and a librarian from the University Library. The Executive Director of the Library serves in an ex-officio capacity.

New Faculty Information

In accordance with System Regulation [33.05.02](#) all employees must complete the following required training within their first 30 days of employment:

- Orientation to the A&M System
- Employment discrimination and sexual harassment
- Ethics
- Information Security Awareness
- Reporting Fraud, Waste, and Abuse
- Fiscal Transactions – Preventing Imposter Fraud

Periodically, employees must repeat certain training modules to stay current with applicable University and federal regulations. These training sessions can be accessed

online via TrainTraq. Visit the [Human Resources page](#) for more information about applicable training policies and regulations.

Faculty/Staff ID

A&M-San Antonio employees are required to obtain a university identification card. The faculty member should consult with his or her College administrative assistant who can initiate the process and forms for obtaining a faculty ID. Faculty frequently use their IDs for printing copies and checking out library materials. In some cases, faculty may use their university IDs to receive discounts at retailers, cell phone companies, and other businesses.

New Faculty Orientation

The Human Resources department hosts an orientation for new full-time and part-time faculty. At this session, new faculty members complete their benefits information and other hiring documents. Academic Affairs also holds a new faculty orientation at the start of each semester.

Universal Identification Numbers, J numbers, and Net IDs

Each faculty member will be issued a universal identification number (UIN). The UIN is typically used to log into the human resource website (Single-Sign-On) to complete training or access payroll information. Your UIN is a confidential number that supplants the social security number. In addition to your UIN, you will also be issued a J number (formally K number). This number is used to log in to Banner to access class rosters and course information. There also may be instances when a Net ID is needed, such as when a faculty member needs to access certain electronic resources provided through the A&M System. Keep a record of these access numbers in a secure location in case of loss or theft.

University Police

A&M University-San Antonio police officers are committed to provide a safer and secure environment for all members of the campus community. To meet this mission, officers will be visible and vigilant in crime prevention. Officers will strive to be fair and courteous in the enforcement of all laws and regulations and professional in providing services to the campus community.

Faculty members are encouraged to download the SafeZone App. SafeZone will connect you to A&M-SA PD in emergencies and provides them with your location by GPS while on campus.

JagE-Alert is the universities emergency notification system. Your email is automatically enrolled for notifications. If you want to receive text or add another

email you may do so by following the instructions at <https://www.tamusa.edu/upd/public-safety-systems/jag-e-alert.html>.

Emergency blue light towers are available across campus and in the parking lot areas that are equipped with call buttons to contact A&M-SA PD for assistance.

Parking Permits

Faculty wishing to park on campus must purchase a parking permit to park in any campus lot or on street parking. Faculty should purchase the permit online following the directions given here: <https://www.tamusa.edu/businessaffairs/parking-transportation/parking-permit.html>

The permit can then be picked up at the Parking and Transportation office located in Modular Building 105A.

Testing Center

Faculty may wish to use the proctored testing services provided by the Testing Center. The Center can proctor paper or computer based exams, and A&M-SA students may use this service for free to make-up exams before or after the exam date or for any class that requires a proctor. Faculty can request class testing for online, hybrid, and flex courses.

A&M-SA instructors must create a RegisterBlast Professor Portal account to submit make-up exam and class testing requests. Information on this process can be found on the Testing Center's website under Proctored Exam Services and A&M-SA Faculty. Requests must be submitted at least 3 business days prior to the opening test date. Please contact the Testing Center for late submissions.

It is the student's responsibility to schedule their testing date online at least 12 hours before their desired date and time. It is recommended that the faculty member let the student know when the exam has been submitted to the Testing Center.

The Testing Center also provides the following exam services: Credit by Exam (CLEP & DSST), TSI Assessment, WEBCape Spanish Placement, Certiport Certifications, TCFP/TCEQ exams, and correspondence exams.

For more information contact the Testing Center located in the Central Academic Building Suite 209, call (210) 784-1366 or www.tamusa.edu/testing-center.

The Academic Learning Center

The ALC houses tutoring for business, accounting, mathematics, and most statistics courses. Appointments can be set up via JagSync: our appointment registration is located underneath Student Services and listed as "Tutoring". Students are welcome to

schedule appointments the day of, however we suggest that students schedule ahead of time to ensure that their session time is secured.

The ALC also houses the Supplemental Instruction Program. If your students have a Supplemental Instruction leader in their course, please encourage them to reach out to their SI Leader for more information and assistance.

To reach the ALC please contact us using the information below:

Email: tutoring@tamusa.edu

Phone: 210-784-1332

Location: MOD B and MOD C

To reach the SI Lab please contact us using the information below:

Email: SI_Lab@tamusa.edu

Phone: 210-784-1382

Location: MOD C

Writing, Language, and Digital Composing Center

The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Students can schedule appointments with the Writing Center in JagWire under the student services tab. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at www.tamusa.edu/Writing-Center. The Writing Center can also be reached by emailing writingcenter@tamusa.edu.

The Center for Global Engagement

The Center for Global Engagement promotes global education. Activities such as study abroad, domestic travel, and support for visiting foreign scholars are supported. These transformative learning experiences help students and faculty gain an appreciation for different cultures and a deeper understanding of the economic, social, political, and other factors that impact global society.

Information Technology Resources

The Office of Information Technology aids faculty relating to a range of technological services. These typically include:

- computing and end user support including ITS Helpdesk, training and documentation
- approved software installations on state-issued devices
- networking and communications infrastructure providing internal and external connectivity

- systems infrastructure supporting enterprise applications, storage, communications and collaboration platforms, virtual platforms, directory services (LDAP, AD)
- data management and provisioning services
- assistance with audio/video systems including classroom support

When faculty are hired, they are given a J# (formally K#), which can be used to access single sign-on. Faculty will also have a log-in and password to access JagWire, email, and Blackboard. For assistance with a technology-related issue, faculty should contact the help desk at 784-4357 [HELP] or through the self-service portal at <https://www.tamusa.edu/information-technology-services/self-service-portal/index.html>.

JagWire

JagWire is a platform that gives faculty access to multiple tools including email, Blackboard, course-related information, and the University calendar with one logon and password. The platform makes it easy to locate university resources such “JAGS,” which provides workshops to students on topics such as stress management, test taking and study tips, and introduction to the research process. Faculty may wish to post the link to the schedule and make announcements regarding the JAGS workshops in their classes.

Institutional Effectiveness

Faculty who are interested in gathering information about student demographics or enrollment trends may wish to contact the Director of Institutional Research and Analytics. An integral part of Academic Affairs involves preparation and ongoing management of institutional effectiveness processes that support accreditation. Institutional effectiveness involves all the processes required for accreditation by SACSCOC (Southern Association of Colleges and Schools Commission on Colleges). Faculty have an integral role in the implementation of institutional effectiveness plans and reports, which involve collecting course-level data and assessing student learning outcomes. Each academic program and college are required to have a process for institutional effectiveness that supports the University’s mission and goals. (www.tamusa.edu/provost/institutional-effectiveness/)

Course Designations

Experiential Learning: Experiential Learning engages students in professional practice by asking them to create, to evaluate, and to apply knowledge outside of traditional classroom settings. This designation is granted through the Mays Center.

Service Learning: Service-learning integrates meaningful collaboration with the community (local, regional/state, national, global) with reflection to enhance teaching

and learning, strengthen civic responsibility, address critical social issues, and contribute to the public good. This designation is granted through the Mays Center.

Writing Intentional: Writing-Intentional courses have a special focus on writing instruction and the writing process. This designation is granted through Writing Across the Curriculum.